

## 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 20, 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/J. Abendschan  
Directors absent: None  
Also present: Chief Langmaid/Chief Rebitski/D. Arkowski/fire department personnel/community members

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

**Minutes** A motion was made and seconded to approve the board meeting minutes for the October 23, 2019 meeting; upon a vote, the motion was carried unanimously.

**Financial Reports** Treasurer Hinton reported \$1.324 million presently in the bank, and an expenditure of \$166,000 for new ambulances. All accounts are in order. **A motion was duly made, seconded, and approved unanimously to approve the financial reports.**

Mr. Hinton advised that the district accounts would remain at the First National Bank in Monument but proposed changes as outlined in Resolution 2019-03 to allow the fire chief and finance director to use internet banking to transfer and deposit funds and to pay bills. **A motion was made to adopt Resolution 2019-03 to authorize the fire chief and finance director to use internet banking to transfer and deposit funds and to pay bills; the motion was seconded; upon a vote, the motion was carried unanimously.**

As a result of unanticipated financial changes during calendar year 2019, it has become necessary to prepare an amended budget for 2019 utilizing supplemental budget revenue. Such a change requires the submission of an amended budget to the State Division of Local Government. Treasurer Hinton read the details of the amendment as outlined in Resolution 2019-04. **A motion was made to adopt Resolution 2019-04, to adopt a supplemental budget and appropriate additional funds to defray expenditures in excess of amounts budgeted in 2019; the motion was seconded; a vote was called, and the motion carried unanimously.**

Mr. Hinton noted that on occasion it may be difficult to locate an approved person who has access to district accounts who has signing authorization. He therefore proposed Resolution 2019-05 that would authorize board directors to act as signers on district accounts. There was discussion on the parameters of how such an authorization would operate, and it was agreed to table Resolution 2019-05 until the December board meeting. Treasurer Hinton will rewrite the resolution to provide constraints on this authorization.

**2020 Budget Hearing:** As required by statute, a public hearing was included in the agenda for public inspection and discussion of the 2020 budget. Treasurer Hinton provided a broad outline of the budget, advising that the district is on a zero-base budget, meaning every dollar received as revenue will be allocated in the budget for district operation. Some line items were increased a bit more, such as dues and subscriptions and health insurance. Line items such as the capital expenditure fund, apparatus, facilities, computers, training, and fire fighting expenses were increased to maintain the district's ability to provide fire and EMS protection. A strategic plan is in place that focuses on anticipated percentage increases in future years. Mr. Hinton responded to questions from the public on the structure of the 2020 budget.

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

#### Response/Service

- 107 responses in the last month, which is a substantial increase.

#### EMS

- Two new firefighter-paramedics were hired, and one paramedic has resigned.

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### Apparatus

- MDCs are being tested.
- An apparatus committee has been formed to begin specifying apparatus for coming years.

### Facilities

- There have been some issues with computers that are being resolved.

### Training

- Training schedule is busy and ongoing. Many certifications have been achieved.

### Other

- Captain Piepenburg is working with local and state partners on a robust and efficient wildland program.
- The fee schedule has been revised and deployments are anticipated in 2020.
- Staffing: Department has two ALS ambulances in service, which has never occurred in this district in the past, and 5 fire fighters on shift. With board approved hiring of additional personnel, there will be 6 personnel on shift in 2020.
- The County is not enforcing water requirements for Flying Horse North, which has no water supply for firefighting, and fire marshal assistance is needed. This development will need a fire pump and increased road base around buildings. The builder has said that because no cisterns were used during the Black Forest wildfire of 2013, that they are not warranted. Chief Langmaid no longer receives County plans for pending developments.

There was a discussion about fire codes, noting that the Black Forest Fire District last adopted a code in 2003. Adopting a fire code is a difficult process to gain approval from the county commissioners, and that a joint effort with other fire districts would best facilitate such an endeavor.

**Old Business** Paramedic student contract: Chief Langmaid explained the parameters of the proposed contract for paramedic students, outlining that it has been reviewed and revised by the attorney, requires a three-year commitment from those employees who complete a paramedic program paid for by the district, and if an employee leaves the department before 36 months of employment has occurred the percentage of the costs to be reimbursed to the district decreases with each year of service. **A motion was duly made to approve and adopt the proposed Agreement for Paramedic School as presented by Chief Langmaid; the motion received a second; a vote was called, and the motion carried unanimously.**

The continuing matter of property inclusions into the fire district was discussed. **A motion was duly made to adopt Resolution 2019-06 to include three Longview Estates properties into the Black Forest Fire/Rescue Protection District, owned by Jack Peterson and Lidia Champion-Peterson, Martin Ray and Teresa Peters Kilmer, and Matthew and Tracie Dixon; motion was seconded; upon a vote the motion was carried unanimously.**

**New Business** None.

**Reports on Workshops and Meetings** A one-day class for new board directors is being planned and will occur in the near future.

**Correspondence** None.

**Public and Local 4502 Comments** None.

**Future Meetings** The next regular meeting date will be 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 7:57 p.m.

Respectfully submitted,

Donna Arkowski, Secretary