

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 September 25, 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/OCN reporter

Roll Call: ~~All directors were present.~~ Correction: Mr. Abendschan was absent. **A motion was made, seconded and unanimously carried to excuse Mr. Abendschan's absence.**

Minutes A motion was made and seconded to approve the board meeting minutes for the August 20 and August 21, 2019 meetings; upon a vote, the motion was carried unanimously.

Financial Reports Treasurer Hinton apprised the board of the contents of Policy 910, presented for approval, and setting forth minimum reserves and separating funds. **A motion was duly made to approve Policy 910 which determines minimum amounts to be held in specific funds and the administration of those funds; to wit, \$550,000 in the general fund, statutorily required amount in the TABOR fund, and \$200,000 in the emergency fund. Policy 910 also sets forth conditions that will constitute an emergency and how it will be handled. Policy 910 establishes that the TABOR fund and the emergency fund will be held in separate savings accounts. The motion received a second. Upon a vote, the motion was carried unanimously.**

Mr. Hinton continued and reported that there is currently \$1.7 million in the bank, monthly income is greatly reduced since most property tax revenues have been collected, and the Plymovent system is ready for all vehicle hook-ups. **Upon a motion duly made and seconded, the board approved the Treasurer's report; motion carried unanimously.**

Approval of the 2018 audit report: The directors have reviewed the report. **A motion was made and seconded to approve the 2018 audit report; motion carried unanimously.**

Approval of credit cards for employee use: **A motion was made to approve credit cards for fire district business use for employees PJ Langmaid, Christopher Piepenburg, and Ben Rackl. The motion was seconded and approved unanimously in a vote.**

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

Response/Service

- 82 responses in the last month.
- The turn-out time is being reviewed for accuracy. The SO records the times.

EMS

- Chief Rebitski received the contract for the purchases of two ambulances. Board should consider ordering both chassis in 2019 to ensure efficient arrival of complete ambulances.
- A 40% deposit for the chassis and construction is \$165,040 with red paint, or \$159,200 for white paint.
- Re a grant for paramedic school, the start time of the paramedic program precluded the district from qualifying for a grant this year. Legal counsel's review of a paramedic contract was received within the past hour for directors' review.

Apparatus

- Extrication equipment has been delivered.
- Bunker gear has been delivered.
- Headsets have been installed.

RECORD OF PROCEEDINGS

Facilities

- Plymovent system is in operation.
- Projected cost for the internet microwave system at Station 2 is \$9120, and there are sufficient funds in the communication budget to cover this expenditure. **A motion was made, seconded, and unanimously carried to approve the \$9120 cost of an internet microwave system at Station 2.**

Training

- Tremendous amount of training is ongoing, with employees being sent to Haz Mat Tech School, an origin and cause school, a two-day firemanship conference, and two people were sent to a two-day leadership conference with Echelon Front. Additionally, crews have been engaged in in-house training with Captain Piepenburg and with Tri-Lakes FPD and Wescott FPD at the AFA training center.

Other

- Wildland: The Type 3 engine has been outfitted with equipment that was on hand and will be eligible for deployment status in January 2020.
- Staffing: A full-time position was open due to the resignation of Larry Bell, and it was filled internally – which created a full-time paramedic opening. Three people applied for the paramedic spot and all have been placed on the part-time paramedic roster. The chief would like to hire all three and will be evaluating their skills and availability.
- Annual evaluations have been completed for all staff.
- A badge ceremony will be held on October 3 at 4 pm.
- The SAFER grant is still pending. If the district does not get a grant, Chief Langmaid is considering hiring a grant writer with the costs of the grant writer included in the award.
- Re new inclusions, 2 to 5 properties are considering joining the district.

Old Business Concerning further discussion on the policy for assessment of district assets, Treasurer Hinton asked that this item be tabled until the October meeting.

New Business None.

Reports on Workshops and Meetings Director Dowden reported on his attendance at the SDA annual conference, thanking Chief Rebitski for facilitating his participation. There were many presentations and classes offered at the conference, and Mr. Dowden and Chief Rebitski attempted to cover all events between them. Streamline Web made a presentation for Messrs. Dowden and Rebitski, and they were very impressed with this firm's ability to create websites for special districts quickly and efficiently. It is extremely user friendly. Streamline will set up initial website, which is included in a \$200 per month fee. Their fee schedule is based on the district's annual revenue. They do not migrate the district's data, but if this service is requested the one-time cost would be \$1,500. It would be possible for the migration of data to be done in-house. The \$200 monthly fee includes unlimited support and a 20-minute response time to a help ticket. The system may be managed via mobile phone applications. It may link to a PayPal account, and will do email and text blasts. The district's current website fee is \$240 per month, which does not cover updates and back-ups.

Update on the chaplain's program: There are two chaplains in the program, and they routinely check in with staff.

The contractor's program is in good stead, and contact methods are being examined. The SO has a similar program and may be of assistance on administering the program. The chief wants to do two exercises per year with the contractors and devise a system to make them readily available to fire staff when needed.

Correspondence A visitor to the fire station wanted a photo with his dalmatian and the fire crew dressed the visitor in bunker gear and staged him on a fire truck for the photo.

High Forest Ranch thanked fire personnel for attending their picnic and made a donation of \$1460 to the department.

Public and Local 4502 Comments None.

Future Meetings The next regular meeting date will be changed from October 16, 2019 to October 23, 2019, at 7 pm.

RECORD OF PROCEEDINGS

Adjournment There being no further business, **and upon motion duly made, seconded, and unanimously carried**, the board adjourned at 7:50 p.m.

Respectfully submitted,

Donna Arkowski, Secretary