

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 16, 2017, at Black Forest Fire Station One, such meeting duly posted for public notice.

A local Boy Scout troop was in attendance to observe civic operations in a community. Chair McMorran explained to the scouts the political structure of the city, county, and special districts, including the authority of special districts – particularly those of fire districts.

It was announced there would be an executive session later in the meeting, as permitted by law, to consider legal actions with the attorney for the fire district.

A quorum present, the meeting began at 7:03 p.m.

Directors present: R. McMorran/PJ Langmaid/J. Hinton/J. McConnellogue/R. Nearhoof/B.Kroto
Directors absent: None
Also present: B. Jack/J. Rebitski/D. Arkowski/fire department personnel/community members

Roll Call: All directors were present, including Ms. Bryn Kroto, who was appointed and sworn in as a new board member to replace Ms. Jayme McConnellogue who resigned.

Recognition of Outgoing Director Jayme McConnellogue Ms. McConnellogue was presented with a plaque commemorating her service to the fire district during her tenure on the board of directors.

Appointment and Oath of Incoming Director Byrn Kroto A notice was posted publicly re the need for a replacement director for the fire board, and Ms. Byrn Kroto submitted the lone application. Ms. Kroto is a resident of the Black Forest fire district and will serve until the May 2018 election. **A motion was made and seconded to appoint Byrn Kroto to fill the vacancy on the board of directors created by the resignation of Jayme McConnellogue; motion passed unanimously.**

Chair McMorran administered the oath of office to Byrn Kroto.

Public Comment: Regular resident attendee Linda Smith arrived late due to another meeting.

Minutes Newly appointed Director Kroto was permitted to vote on approval of last month's minutes because she was at that meeting. **A motion was made, seconded, and approved unanimously to approve the minutes of the July 19, 2017 meeting minutes.**

Financial Reports Treasurer Hinton reported all financial operations are tracking according to plan and the District is in good financial condition. **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

- 94 responses in last month and 22 transports.

Training

- 171.8 training hours in last month.
- Several members attended live burn tower training again this month.

EMS

- There were 12 overlapping calls in the last month, with 2 attributed to AMR. Of all the EMS calls last month, 10 were for AMR and no Black Forest calls were missed.
- AMR has been asked to explain their distribution of calls to cooperating agencies and provide tracking information. Vice Chair Langmaid noted there is the possibility of Black Forest taxpayers missing calls because the city has a contract with a company that cannot fulfill its requirements. Chief Jack will meet with Ms. McConnellogue concerning city versus county contract requirements with AMR.

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Apparatus and Equipment

- The winning bid for the utility pick-up truck was \$2,222.22, the highest of four bids. To fill the lack of a utility vehicle, Chief Jack recommended a gas F350 at a cost of about \$35,500 to \$40,000.

Facilities and Grounds

- Awaiting a quote for resurfacing of portions of the parking lot.

Other

- July staffing was 5.4 per operational staff/day.
- No new updates on real estate developments from County Planning.
- The audit will begin later in the week.
- Vice Chair Langmaid questioned "time out the door" information, and was impressed with how well the department is responding to calls.

Executive Session Chair McMorran made a motion to adjourn into executive session at 7:25 p.m. pursuant to §24-6-402(4)(b) C.R.S. for a conference with District general counsel for the purpose of receiving legal advice on specific legal questions pertaining to exclusion actions and pending litigation; motion seconded by Treasurer Hinton; motion carried unanimously. The board of directors adjourned into executive session at 7:34 p.m.

At the close of the executive session, District general counsel Linda Glesne certified that the board of directors met in executive session for a prescribed purpose and that the meeting content did not veer from that purpose.

The board of directors reconvened in open session at 8:09 p.m. **Chair McMorran made a motion for Chief Bryan Jack, Treasurer Hinton, and Vice Chair Langmaid to work with the District's legal counsel on property exclusion issues; second by Mr. Hinton; motion carried unanimously.**

Old Business Regarding the 2018 budget for the fire district, a worst-case scenario for the beginning balance for 2018 was presented in the amount of \$1,557,360. For 2018 revenues, no adjustments were made with all line items entered as they were in 2017. It is unknown what the mill levy will generate based on the reduced residential assessment from 7.96 to 7.2. It is also not known what the increased property values will be and how they will offset each other. It is likely that the tax revenue will not change markedly. The proposed numbers for operations includes the hiring of three new full-time employees, increased wages for all, and increased health insurance costs, with a year end result in positive territory. It does not include the apparatus lease/purchase payment of \$51,280; if this payment is included, the district would still end in a positive position at a lesser amount. It is unknown what the 2017 ending balance will be at this point, but Chief Jack is projecting the budget will be under spent by 6 percent which will add about \$100,000 to the 2018 beginning balance.

The TABOR line item is mandated by state law. The \$100,000 emergency reserve line item was created by the board and was recommended to remain in place. Capital expenditures considered were SCBAs, cardiac monitors, and allocation of complete sets of equipment for reserve vehicles. Chief Jack suggested that these costly sets of equipment be maintained for front line apparatus, and the transfer of a set to a reserve unit when and if it is placed in service.

Concerning the purchase of a new vehicle, the chassis could be ordered in one year, with the finish of the vehicle in the next year, thus spreading the cost over two budget years.

The vehicle lease agreement has six years remaining at a cost of over \$300,000. If it is paid off early, the district would save \$21,000 in interest. Treasurer Hinton advised that all ending balance amounts shown in the budget projections include the funds in the Wells Fargo investment account, and that if the lease was paid off and a new vehicle purchased the ending balance would be only \$713,000. Mr. Hinton offered different options for apparatus purchase, including maintaining the lease for another two years, paying off the lease now and delaying a vehicle purchase for two years, or doing neither one but rather focusing on additional personnel and needed capital equipment. A discussion ensued concerning aging apparatus and an expensive maintenance regime, a strategic plan for replacement of the district's vehicle fleet, the need for full time employees, and the pros and cons of being debt free versus taking on debt while maintaining professional standards and providing a competitive workplace for staffing.

The board consensus was that more information would be constructive for developing the 2018

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budget and requested specific data surrounding actual budget impacts if a 0.6 percent wage increase is provided to all employees, if three additional full-time employees are hired, if grant opportunities exist – particularly a SAFER grant for employee hires, the possibilities of extending capital and apparatus purchases over more than one year, and whether the lease/purchase agreement will be paid off or continued. Chief Jack will continue calculating budget figures and send them to the directors.

New Business The Pay and Allowance Schedule from the Policy Manual is to be approved by the board annually; the current schedule in effect was last examined in 2012. Items covered include holiday leave, pay grades, vacation accrual, and employee categories. Based on comparison with other fire districts, Chief Jack recommended increasing employee categories from three to four, and changing vacation accrual to one year of vacation accrual plus whatever the employee has in the current year. Therefore, employees could have only one year of accrued vacation time at the end of each year to eliminate a large fiscal liability for the district and to encourage employees to take vacation time. Calculating holiday pay for those who work on a holiday was reworded and new language is that line employees who work on a holiday will get an extra 8 hours of pay at their regular rate and it will be noted on their paystub as holiday pay. **A motion was made to approve the Pay and Allowance Schedule for 2017 with the changes presented; the motion was seconded; the motion carried unanimously.**

The subject of a long term strategic plan and framework was discussed, with Vice Chair Langmaid stating his desire to work with Chief Jack and the board on developing a planning framework that will fully support the district's long-term needs for equipment, apparatus, and personnel. He added that the board is ultimately responsible for the financial health of the district and must be able to justify to the taxpayers the current and future needs of the district and the sustainability of the fiscal formula. The board agreed to hold a work session on Tuesday, August 29, 2017 at 7:00 p.m. to work on the 2018 budget.

Reports on Workshops and Meetings Director Nearhoof reported that the chaplain program is progressing well with several people indicating an interest in being involved.

Mr. Langmaid reported he had a productive meeting with the developer working in the Cowpoke area.

Correspondence A resident donated \$100 to the district in thanks for the summer barbeque. It was noted that many attendees were pleased that it was not held on July 4th. Chief Jack added that next year it might be held on the weekend between July 4th and the opening of the County Fair.

Future Meetings There will be a work session to address the 2018 budget on August 29, 2017, at 7:00 p.m. The next regular board meeting will be September 20, 2017, at 7:00 p.m. Both meetings will be open to the public.

Adjournment There being no further business, **and upon motion duly made, seconded, and unanimously carried,** the board adjourned at 9:22 p.m.

Respectfully submitted,

Donna Arkowski, Secretary