

## 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 February 15, 2017, 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: R. McMorrان/PJ Langmaid/Jack Hinton/J. McConnellogue/R. Nearhoof  
Directors absent: None  
Also present: B. Jack/J. Rebitski/D. Arkowski/fire department personnel/community members

**Roll Call:** All present.

**Public Comment:** None

**Minutes** A motion was made and seconded to approve the minutes of the January 18, 2017 regular board meeting; motion carried unanimously, with Director McConnellogue abstaining because she was not at the meeting.

**Financial Reports** Treasurer Hinton reported that the district now owns station 2 with payment in full of the loan for this building. The title process was procured for \$1,000 rather than hiring a lawyer for this work, and the cost will amortize out. All finances are in good order. **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

- 107 responses in last month and 39 transports, with many from outside the district; Director McConnellogue asked if any district calls were missed due to outside transports, and Chief Jack will include this information in the future.

#### Training

- 484 training hours in last month, which is above average due to winter wildland fire academy and in-house new member orientation.

#### EMS

- Ambulance purchase will be delayed until 2018 due to new state property assessment procedures to be enacted. Current estimates are \$140,000 to re-chassis a unit and \$180,000 for a new vehicle. Chief Rebitski found two demos are available for \$90,000 each, and may consider purchasing two demos for \$180,000 with \$90,000 matching funds.

#### Apparatus and Equipment

- A fire truck hit a driveway column while responding to a call, resulting in damage to the vehicle and also to the column. The district's general liability coverage increased \$15,000 based on claim history, with the deductible now at \$2,500. The vehicle damage is \$12,000, but department was able to purchase parts for \$1,200 and repair the damage in house. Quotes to repair the column will be about \$3,000, which will be absorbed in the budget. The claim was not turned in to the insurance company.

#### Facilities and Grounds

- The bay heaters were serviced at station 1.

#### Other

- A pair of personal prescription glasses were lost at an incident and qualify as essential personal equipment at a department event and should be replaced at a cost of about \$500. **A motion was duly made and seconded to approve replacement of these glasses; motion carried unanimously.**
- Cooperator group met Feb. 6<sup>th</sup> to discuss winter operations and wild fire operations.
- January staffing was at 5.34 operational staff per day.
- Kelli Erhardt has been hired by CSFD. Two others applied at the same time as Kelli, and Chief Jack may consider revisiting those applicants to fill this vacancy.

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- BFFPD participated in the SDA wage and salary survey so received a free copy of the results.
- Station 2 will be staffed more in 2017 with a 24/7 physical presence there.

**Old Business** Resolution 2017-02, authorizing the purchase of station 2 was accomplished, and involved Chief Jack writing a letter to Farmers State Bank stating the district's intent to complete the purchase, and paying the bank \$1.00. To avoid lawyer fees being charged by both parties, it was agreed to have a title company complete the documents needed. The title company needed a resolution verifying the board's ability to take possession, which was presented for signing by the chair and the secretary of the district. **Chair McMorran read Resolution 2017-02, A Resolution Authorizing the Purchase of Real Property, into the record and moved to have the board adopt Resolution 2017-02; motion was seconded by Treasurer Hinton; motion carried unanimously.**

**Finances** Treasurer Hinton advised the board that the Wells Fargo investment portfolio is performing well, currently at earnings of 3.28%. All investments have been certified legal for special districts, and taxpayer funds recognized in the account, by a letter from the Colorado Springs Wells Fargo office. A headquarter Wells Fargo office in California was asked for a similar letter, but has not complied, stating that a corporate letter written in 1997 covers this situation. It was acknowledged that the Colorado Springs office letter does suffice for protection of funds, and the Colorado Secretary of State office has verified that all required documents are in place. This matter may be revisited again in the future.

The 2015 audit was billed at \$11,000, but the district paid \$9,000 which was the amount cited in the letter of engagement. Mr. Hinton called several auditing firms for bids for the 2016 audit and received two. A bid for \$9,500 was received from Schilling and Company, a firm that performs audits for many special districts. **A motion was duly made and seconded to hire Schilling and Company to perform the 2016 audit, at a cost of \$9,500; motion carried unanimously.**

**Annual Report** Chief Jack presented the report with highlights including: call response was down by 78 calls; ambulance billing enjoyed an 87.9% collection rate including write-offs; response times average 8:28 with average turnout time of 1:33; 13 new members were added in 2016; cooperator group continues to serve and attended an ICS and wild fire class; staffing resident program continues to do well; two older reserve engines were sold and upgraded ambulance acquisition is still in process, and the number of utility vehicles will be downsized; three fire officers sent to TEEEX and other personnel attended training in Colorado; some upgrades in facilities including lighting and living accommodations; community programs continue to be supported; the CWPP was completed and approved by the County Commissioners and the State, which classified it as a new plan; completed 2016 goals were listed along with proposed 2017 goals. Vice Chair Langmaid asked for data on ALS vs BLS calls, and Chief Jack surmised it is 70% ALS and 30% BLS and will provide specific data. **A motion was duly made and seconded to accept and approve the 2016 annual report as presented by Chief Jack; motion carried unanimously.**

**New Business** Renewal of employment contract for fire chief; it was agreed to conduct this discussion in open session rather than in executive session. **A motion was duly made and seconded to approve a proposed employment contract for Chief Bryan Jack; in comments Chief Jack's performance was praised by board members noting his excellent administration of the fire department and outstanding reputation in the community; motion carried unanimously.**

**Election Cycle Change** The proposed change from even years to odd years will take place in 2023 or 2025 and would primarily benefit county clerks. It is still in committee at the state level. The board expressed no position on the matter.

**Residential Assessment Rate Change** This proposed change will impact property taxes received in 2018. The rate is currently 7.96% and is reviewed every other year. It needs to be revised downward or the fire district will lose significant tax revenue funds if there is no change in growth. If growth remains the same, the district may lose about \$150,000 in revenue. Chief Jack did budget projections and identified a possible \$109,000 in savings for 2018. This will be monitored and actual numbers will be available in August 2017.

**From the Floor** Question as to when the downed trees on the La Foret property will be cleaned up, with answer that Black Forest Together and a sawmill cohort are addressing this matter. If it snows, the wood will be burned.

**Reports on Workshops and Meetings** Director Nearhoof reported he had attended a Cooperator

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meeting and was pleased with how many willing participants there are.

**Correspondence** Vice Chair Langmaid continues to reach out re impact fee status.

Treasurer Hinton is adding Mr. Nearhoof to the signers on the Wells Fargo account.

**Future Meetings** A pension board meeting will be held on March 15, 2017 at 7:00 p.m., preceding the next regular meeting on the same evening.

**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