



BLACK FOREST FIRE RESCUE
PROTECTION DISTRICT
MONTHLY REPORT

BFFRPD BOARD OF DIRECTORS & STAFF

APRIL 19TH, 2023

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**BLACK FOREST FIRE RESCUE PROTECTION DISTRICT
BOARD OF DIRECTORS**
11445 Black Forest Road
Colorado Springs, CO 80908
(719) 495-4300



Nate Dowden, Chairman
Jim Abendschan, Vice-Chairman Jack Hinton, Treasurer
Kiersten Tarvainen, Director Chad Behnken, Director

AGENDA
BLACK FOREST FIRE/RESCUE PROTECTION DISTRICT REGULAR BOARD MEETING
04/19/2023

LOCATION: Station 1 Community Room, 11445 Teachout Rd., Colorado Springs, CO 80908 @ 7:00 pm

VIRTUAL LOCATION:

1. Meeting called to order.
2. Roll call.
3. Minutes approved – March 15, 2023, regular meeting.
4. Financial report - Treasurer Jack Hinton
5. Department report presented by Department Staff
6. Old Business:
7. New Business: Introduction of Dawn Sciarrotta, Coordinator for Black Forest

Community Club's "10th Anniversary, Black Forest Fire Remembrance
and Picnic-in-the-Park".

Executive Session: Pursuant to C.R.S. Section 24-6-402 (3.a.V.),
Executive Session for the purpose of discussion of compensation
matters that may be subject to negotiations with employees or
employee organizations.
8. Board member reports on workshops/meetings attended.
9. Correspondence.
10. Public comments. **Comments will be limited to 3 minutes per person.**
11. Announcement of future meeting dates.
12. Adjournment.

Action Items:

Subject: _____ **Assignee:** _____

Subject: _____ **Assignee:** _____

Subject: _____ **Assignee:** _____

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 March 15, 2023, such meeting duly posted for public notice.

A quorum present, the meeting was called to order at 7:00 p.m. by Chair Dowden.
Directors present: N. Dowden/J. Abendschan/J. Hinton/C. Behnken/K. Tarvainen
Directors absent: None
Also present: PJ Langmaid/C. Piepenburg/R. Dunn/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 February 15, 2023 regular board meeting; upon a vote the motion carried unanimously.

Financial Reports Treasurer Hinton reported that property taxes are coming in and the District has cash assets of \$1.488 million. Receivables are \$77,000. Mr. Hinton stated the budget is on track with expenses currently at 16%. A motion was made and seconded to approve the financial reports; the motion carried unanimously.

Operations Report A written report was prepared by Chief Langmaid and given to all directors. A copy is attached to the minutes.

Finance and Administrative – Admin. Officer Rachel Dunn:

- Notable revenues last month were ambulance receipts - \$21,553, tax revenues - \$1,510,254.
- Notable expenditures – nothing new.
- Monthly hours worked – 6337.5.

Branch II Logistics – Planning and Prevention

- Communications – nothing new.
- Ground Support – routine maintenance.

Facilities Unit

- Facilities – continued remodel of training room.
- Normal maintenance at facilities.
- Training complex – waiting for inspection to install gas meter in barn.

Inspections Unit

- Nothing new.

Investigations Unit

- Nothing new.

Fuels Management (Mitigation) Unit

- Nothing new.

Operations – Deputy Chief Piepenburg

- Two new recruits in the CSFD Academy.
- Ice rescue training in Fountain.
- No deployments to report.
- Calls included a barn fire and trench rescue; air packs were tested
- 1,452 training hours.

Planning and Prevention – Chief PJ Langmaid

- Resources - Three recruits sent to CSFD Academy and one dropped out quickly. Academy candidates will be vetted more carefully in the future. The next person on the recruitment list accepted the Academy opportunity.

Old Business Election report from DEO Dunn: The May election has been canceled as there were only two open positions and only two individuals submitted applications. Messrs. Hinton and

RECORD OF PROCEEDINGS

Abendschan are the two applicants for the board positions. Those two applicants will be given their oaths of office for the board at the May board meeting on May 17, 2023.

New Business None.

Public Comments Mr. Jerry Nelson of EIS addressed the board, reporting on a successful community event that his group participated in that was very well received. He advised that his group is available to support fire activities. EIS assists fire departments by readying equipment and helping with rehab, providing a much-appreciated service.

Black Forest residents appeared, noting the problems associated with traffic control on South Howells Road, asking if the fire department had any authority for that area. Chief Langmaid advised that all of Howells Road, north and south lanes, are now part of Colorado Springs, and the Black Forest Fire Department has no authority there. The visitors were advised to contact the City Council and Planning Commission. A question was asked concerning installation of a cistern on their property and they were advised to go to the fire website for more information.

Future Meetings The next regular board meeting will be April 19, 2023, at 7:00 pm.

Executive Session Chair Dowden stated the board would be adjourning into executive session and upon reconvening afterwards would immediately be adjourning the meeting without any further actions. **A motion was made to go into executive session for the purpose of discussion of compensation matters that may be subject to negotiation with employees, per §24-6-402(3)(a)(v); the motion was seconded; the motion carried unanimously.** The board adjourned into executive session at 7:32 p.m.

The board reconvened in public session at 8:54 p.m. and announced the discussion during the executive session was limited to the approved topic and did not stray into other matters, and no motions, decisions, or proposals were made by the board. Chair Dowden advised that the items discussed in the executive session included the 2023 wage schedule; previous modifications of the schedule; discussion regarding job duties; a request for clarification of job descriptions and classifications. The requested information will be forwarded to board members for consideration and action at the next board meeting.

Adjournment There being no further business, the board adjourned at 9:00 p.m.

Respectfully submitted,

Donna Arkowski, Secretary

Black Forest Fire Rescue Protection District
Balance Sheet
As of March 31, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 FNB - Operations Checking	1,476,695
1005 MMDA First National Bank	137,120
1010 FNB - Emergency Reserve	236,751
1015 FNB - Capital Improvement	193,803
1020 FNB - Tabor	137,400
Total Bank Accounts	\$2,181,769
Accounts Receivable	
1200 Accounts Receivable	414,609
Total Accounts Receivable	\$414,609
Other Current Assets	
1205 County Taxes Receivable	227,734
Total Other Current Assets	\$227,734
Total Current Assets	\$2,824,112
Fixed Assets	
2022 Pierce Enforcer 4395	631,554
Total Fixed Assets	\$631,554
TOTAL ASSETS	\$3,455,666
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	108,009
Total Accounts Payable	\$108,009
Credit Cards	
2010 Divvy Payable	(427)
Total Credit Cards	\$ (427)
Total Current Liabilities	\$107,582
Long-Term Liabilities	
FNB Loan (9674660)	356,731
Total Long-Term Liabilities	\$356,731
Total Liabilities	\$464,313
Equity	
3000 Beginning Fund Balance	2,109,611
Net Income	881,741
Total Equity	\$2,991,352
TOTAL LIABILITIES AND EQUITY	\$3,455,666

Black Forest Fire Rescue Protection District
Budget vs. Actuals
 January- March 2023

	Total		
	Actual	Budget	% of Budget
Income			
100 Operating Revenues	50,425	739,729	6.82%
200 Non-Operating Revenues	1,809,156	4,086,329	44.27%
Total Income	\$ 1,859,580	\$ 4,826,058	38.53%
Gross Profit	\$ 1,859,580	\$ 4,826,058	38.53%
Expenses			
300 General Finance Branch	156,671	248,354	63.08%
320 Administrative Branch	9,578	23,088	41.48%
340 Total Compensation Branch	531,701	2,347,435	22.65%
342 Benefits	123,526	590,876	20.91%
400 General Logistics Branch	12,436	29,025	42.85%
420 Information Technology Branch	14,241	49,458	28.80%
440 Communications Branch	6,083	69,320	8.78%
460 Fleet Services Branch	31,260	123,384	25.34%
480 Facilities Branch	16,402	76,134	21.54%
484 Training Center	84	32,080	0.26%
485 Radio Tower	70	526	13.31%
490 Personal Protective Equipment (PPE) Branch	27,366	46,085	59.38%
500 Operations Branch	16,090	60,799	26.46%
520 Training Branch	14,938	107,100	13.95%
540 Deployment Branch	5,088	534,729	0.95%
620 Community Risk Branch	1,036	1,673	61.93%
640 Investigations & Inspections Branch	0	1,595	0.00%
660 Documentation Unit	5,241	17,815	29.42%
680 Capital Procurement Branch	3,900	151,758	2.57%
700 Command Sections	2,128	85,942	2.48%
Total Expenses	\$ 977,839	\$ 4,597,176	21.27%
Net Operating Income	\$ 881,741	\$ 228,882	385.24%
Net Income	\$ 881,741	\$ 228,882	385.24%

Department Report for March 2023

DEPARTMENT SUMMARY

BRIEF OVERVIEW of March 2023

Fire Calls	EMS Calls	Training Hours	Plans Reviewed
15	41	1718.25	0
Significant Incidents, Events, & Projects			
Joint Interagency Training Continues Structure fire with Falcon Fire Department Assisted Simla Fire in their district with large Wildland fire. 5 new Wildland Technicians started			

We continue to attend and meet with:

- North El Paso County Fire Chief’s
- Pikes Peak Fire Chief’s Council
- Pikes Peak Wildfire Preparedness Group
- Board of County Commissioners (BoCC)
- 9-1-1 Authority
- El Paso County Planning Commission
- El Paso County Land Use
- Pikes Peak Radio Communications Network
- Pikes Peak Area Council of Governments
- Colorado State Fire Chief’s
- Mtn. View Electric
- Cherokee Metropolitan District
- Emergency Services Authority (ESA) Board
- Pikes Peak Regional Office of Emergency Management (PPROEM)

FINANCE & ADMINISTRATIVE SECTION

Administrative Officer Rachel Dunn

Cost Unit

Notable Revenues this month:

- Ambulance Revenue:
 - \$12,596.97
- Total Tax Revenue:
 - \$230,700.81

Notable Expenses this month:

- Nothing new to report.

Procurement Unit

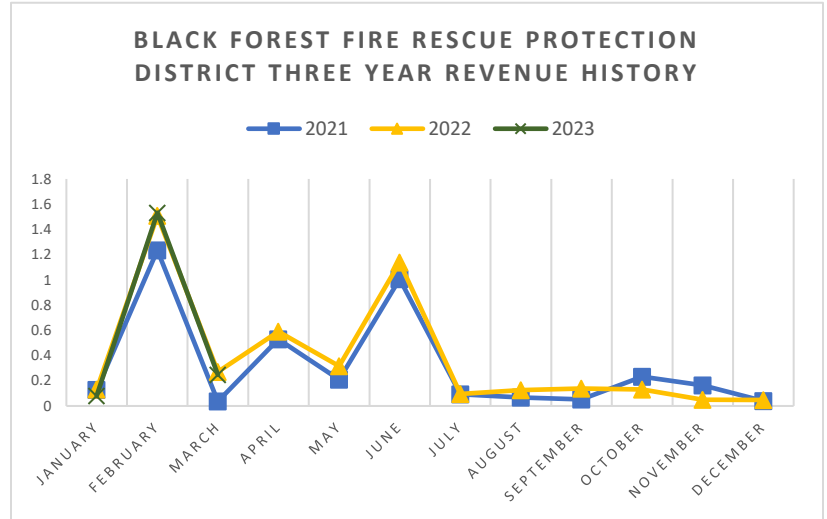
- Uniform items.

Public Affairs (PIO) Unit

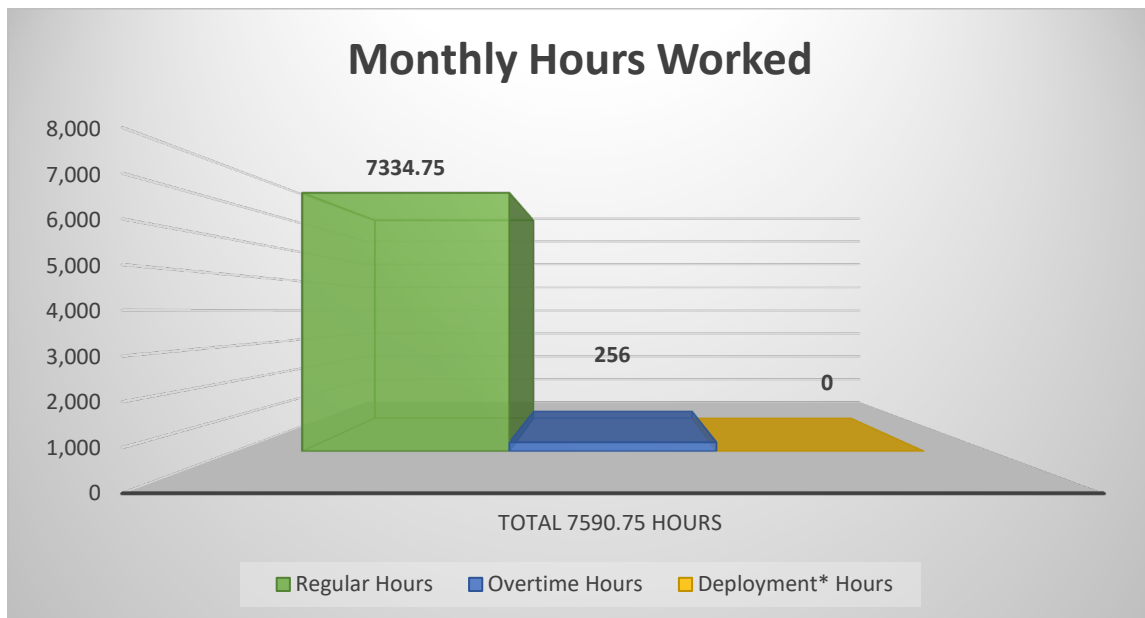
- Public education classes for several youth groups in the community.

Compensation & Claims Unit

- Nothing new to report.



Time Unit



* Denotes total deployment and deployment back fills*

LOGISTICS SECTION

Administrative Officer Rachel Dunn

IT Unit

- Nothing new to report.

Supply Unit

- Nothing new to report.

Member Wellness Unit

- Annual Awards Dinner

Communications Unit (Lt. Jones)

- Nothing new to report.

Ground Support (Fleet) Unit (E.V.T. Gavin Smith)

- Routine Maintenance

Facilities Unit

Firehouse 1:

- Continued remodel work on training room.

Firehouse 2:

- Nothing new to report.

Training Complex:

- Waiting on an inspection to install gas meter at Barn.

PLANNING & PREVENTION SECTION

Planning Branch

Resources Unit

- 5 new Wildland Technicians.

Situation Unit

- Nothing new to report.

Documentation Unit

- Nothing new to report.

Community Risk Branch

Inspections Unit

- Nothing new to report.

Investigations Unit

- Nothing new to report.

Fuels Management (Mitigation) Unit

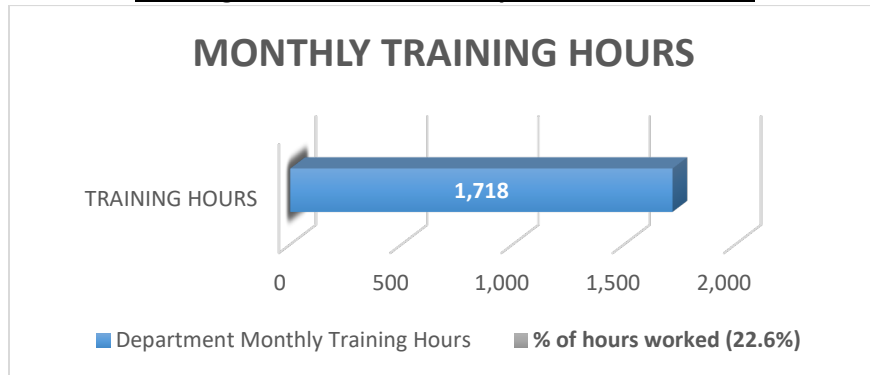
- Received laboratory oven and associated supplies to conduct wildland fuel testing.

BFFRPD is out of FIRE RESTRICTIONS

OPERATIONS SECTION

Deputy Chief Chris Piepenburg

Training Branch – Director: Captain Jason Morrison



Training Branch

Summary of Significant Events:

- Members continue to work on State Certifications.
- Wildland Refresher and Pack Test for all members.
- Wildland training for new Wildland Technicians, including Sawyer Training.

Deployment Branch

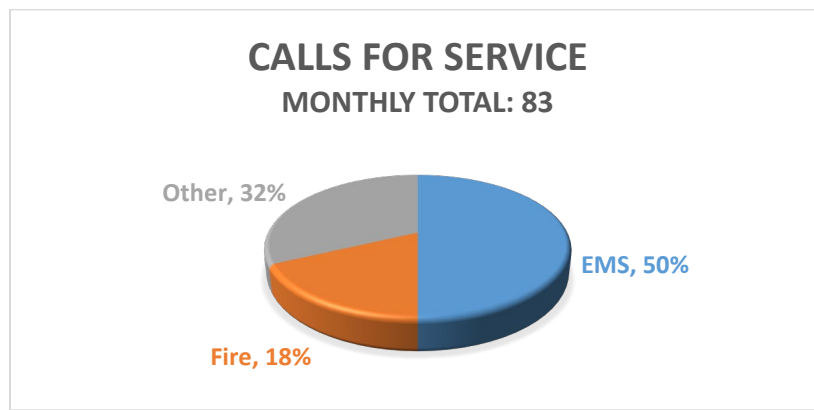
Summary of Significant Events:

- Brought on 5 Wildland Technicians.

Daily Operations Branch

Summary of Significant Events:

- Structure Fire with Falcon Fire Department.
- Assisted Simla Fire in their district with large Wildland fire.



COMMAND/STRATEGIC SUMMARY

Fire Chief PJ Langmaid

Fire Chief's primary focus, and intent continues to be:

- Leadership development and alignment for entire Officer Corps and other interested staff.
- Succession planning and development for continuity of operations and service delivery.
- Strategic planning and alignment for organizational sustainability and stability.
- Building and maintaining relationships with strategic and tactical partners.
- Research and development to increase capacities and capabilities for community services delivery.

In summary, despite the significant daily operational workload, the leadership within your organization is consistently focused on the strategic planning for the next 5, 10, and 20 years of professional and high performing service delivery.

APPENDIX A
OLD BUSINESS DOCUMENTS

APPENDIX B
NEW BUSINESS DOCUMENTS

2023 Wage Increase Proposal

2023 WAGE SCHEDULE ADJUSTMENT

BFFR Employed	Certification Maintenance	Position	2023 hourly	Proposal	2023 annually	Proposal
DOQ/DOE	S130/S190, L180, DO-Tender	Wildland Technician:	\$ 20.28	\$ 20.28	\$ 43,527.12	\$ 43,527.12
0-11 months	EMT-B & Enrolled in FF Academy	Firefighter/EMT 5 th Class:	\$ 19.60	\$ 19.60	\$ 58,604.00	\$ 58,604.00
12-23 months	FF2/EMT-B	Firefighter/EMT 4 th Class:	\$ 20.28	\$ 20.83	\$ 60,637.20	\$ 62,281.70
24-35 months	FF2/EMT-B/DOU	Firefighter/EMT 3 rd Class:	\$ 21.46	\$ 22.06	\$ 64,165.40	\$ 65,959.40
36-47 months	FF2/EMT-B/DOP	Firefighter/EMT 2 nd Class:	\$ 22.72	\$ 22.72	\$ 67,932.80	\$ 67,932.80
48-59 months	FF2/EMT-B/DOP/DOA	Firefighter/EMT 1 st Class:	\$ 23.98	\$ 23.98	\$ 71,700.20	\$ 71,700.20
60+ months	FO1/EMT-B/DOP/DOA	Sergeant:	\$ 24.91	\$ 24.91	\$ 73,284.90	\$ 73,284.90
DOQ/DOE	FO2/EMT-B/DOP/DOA	Fire Lieutenant:	\$ 29.03	\$ 29.03	\$ 86,799.70	\$ 86,799.70
DOQ/DOE	FO2/EMT-B	Fire Captain:	\$ 32.07	\$ 32.07	\$ 95,889.30	\$ 95,889.30
DOQ/DOE	FO2/EMT-B	Battalion Chief:	N/A	N/A	N/A	N/A
DOQ/DOE		Deputy Chief:	N/A	N/A	\$ 113,225.17	\$ 125,000.00
DOQ/DOE		Fire Chief:	N/A	N/A	\$ 134,900.00	\$ 140,000.00
DOQ/DOE		Director of Public Relations:	\$ 17.51	\$ 28.75	\$ 36,420.80	\$ 59,800.00
DOQ/DOE		Administrative Officer:	\$ 36.44	\$ 43.25	\$ 75,795.20	\$ 89,960.00
0-12 months	EMT-P w/local endorsement	Primary Paramedic Differential	\$ 2.27	\$ 4.00	\$ 6,787.30	\$ 11,960.00
0-12 months	EMT-P w/local endorsement	Backup Paramedic Differential	\$ 2.27	\$ 2.27	\$ 6,787.30	\$ 6,787.30
N/A	Annual Proof of Insurance	Health Insurance Differential	\$ 1.27	\$ 1.27	\$ 3,797.30	\$ 3,797.30
min. of 8x/mo	Fulfilling role consistently	Acting Lieutenant Differential	\$ 1.50	\$ 1.50	\$ 4,485.00	\$ 4,485.00

No changes to 2023 leave schedule.

ACTION ITEM FOR CONSIDERATION

The BFFR Office of the Fire Chief and Budget Office requests the following action be considered, properly motioned, and adopted at the regular Board of Directors meeting on April 19th, 2023:

“A motion to approve the 2023 Wage Schedule Adjustment submitted on this day, April 19th, 2023, with an effective date of April 17th, 2023, at 08:00 to align with the current pay period.”

Thank you for your consideration and support. We are available to answer any questions, comments, or concerns prior to the meeting or during your meeting on April 19th, 2023.



JOB DESCRIPTION

JOB TITLE: Director of Public Relations

JOB STATUS: Full-time Paid

FLSA CLASSIFICATION: Non-Exempt

REPORTS TO: Administrative Officer

ASSIGNED: Administration

This position description is established by the Black Forest Fire Rescue Protection District (“District”) to outline the basic requirements, duties, and general responsibilities of the position of Director of Public Relations. This position is “at-will,” which means the Fire District may terminate the employment relationship at any time and for no reason, subject only to the requirements of Federal, State, and local law. Similarly, the employee may terminate the employment relationship for no reason at any time.

SUMMARY OF POSITION:

As the Director of Public Relations for Black Forest Fire Rescue, your primary responsibility will be to ensure timely, accurate, and resourceful information to the citizens and media of Black Forest and the surrounding areas for the Black Forest Fire Rescue Department (BFFR). This position performs media relations, marketing, and video productions for the department. Responsibilities include organizing and coordinating public information activities and services, managing the department's website and social media platforms, creating, and producing publications, and utilizing appropriate media/methods to disseminate public information. This position assists with broadcast, print and online media development, as well as promoting and executing various events. In addition, this position operates as a team member within the Executive Team supporting additional administrative tasks and functions as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serve as the Public Information Officer/Public Safety Communications Specialist to answer questions from the public and media.
- Manage all social media accounts, including creating and posting relevant content, responding to comments and messages in a timely manner.
- Attend events and participate in public safety education to build positive relationships with the community and create opportunities for engagement.
- Lead social media strategy for the Fire Chief and department and oversee social media strategy for key efforts and events.
- Collaborate on strategies and plans for department messages and information.
- Review potential news stories to develop a BFFR angle and pitch BFFR spokespeople to media outlets.
- Utilize media relationships and expertise to position BFFR prominently in national and regional media outlets.
- Manage the website to ensure it is easily accessible to the public for all their needs.
- Plan and execute department events, such as awards dinners or ceremonies.
- Manage administrative functions such as record keeping and office supply management.

“Always Ready. Always Forward. Always Learning.”

DUTY – HONOR – INTEGRITY – HUMILITY – DISCIPLINE



JOB DESCRIPTION

JOB TITLE: Director of Public Relations

JOB STATUS: Full-time Paid

FLSA CLASSIFICATION: Non-Exempt

REPORTS TO: Administrative Officer

ASSIGNED: Administration

-
- Develop and maintain databases and records management systems to ensure accurate and timely reporting.
 - Analyze administrative and communication activities to identify trends and areas for improvement.
 - Provide support to other members of the leadership team as needed.
 - Build strong relationships with the local, state, and national media community.
 - Advise and assist divisions within the fire department with content for internal and external websites and social media platforms.
 - Design webpage layout and write, edit, and update website content.
 - Serve as administrator for social media pages, including Facebook, Twitter, Instagram, Snapchat, and TikTok.
 - Analyze communications needs and develop strategic communications plans and critical incident information.
 - Serve as advisor to command staff regarding communication, community relations, media, or other related issues.
 - Assist fire department personnel with photo and video needs for presentations, trainings, interviews, and other communication activities.
 - Prepare, present, and coordinate community relations programs and events.
 - Manage the production of communication collateral, including video and still photography, video editing and production, broadcast, special events, department branding, scriptwriting, graphic design, print, and web layout and design.
 - Manage family information and notification of significant events.
 - Supervise the Public Relations Team and coordinate assistant PIO positions.
 - Coordinate and respond to community inquiries and manage all departmental CORA requests.
 - Instruct PIO class for the fire department.
 - Provide 24-hour on-call assistance and respond to major incidents as requested.
 - Direct the publicity team to ensure that the organization is leveraging traditional and new media opportunities.
 - Cultivate and maintain new media relationships.
 - Monitor the news and current events daily.

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DUTY – HONOR – INTEGRITY – HUMILITY – DISCIPLINE



JOB DESCRIPTION

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FLSA CLASSIFICATION: Non-Exempt

REPORTS TO: Administrative Officer

ASSIGNED: Administration

-
- Engage in strategic planning to further coverage goals for specific initiatives.
 - Seek new and innovative ways to publicize BFFR work, efforts, programs, products, and events to the media.
 - Take incoming media requests and coordinate promptly and on deadline.
 - Execute publicity campaigns from start to finish.
 - Create media lists using research and online list builders.
 - Engage reporters and news outlets with social media to deepen relationships and advance PR goals.
 - Assist with internal communications when needed.
 - Answer the telephone and give information to callers or route call to appropriate personnel.
 - Exhibit polite and professional communication via phone, email, and mail.
 - Greet public; ascertain nature of business, and direct public to appropriate personnel.
 - Review, respond and/or distribute District email to appropriate personnel.
 - Provide administrative support to ensure efficient operation of the office.
 - Receive packages and distribute them to appropriate personnel.
 - Inventory, track, and purchase office supplies to ensure availability of provisions to personnel.
 - Order and inventory uniform items and distribute as requested or needed by personnel.
 - Open, sort and distribute District mail to the appropriate personnel.
 - Filing, scanning, faxing, and copying, etc.
 - Schedule conferences and meeting rooms
 - Prepare special or one-time reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources.
 - Draft, edit, generate, and distribute monthly departmental newsletter.
 - Manage, update, and maintain the district web page and social media accounts.
 - Respond to information requests as appropriate.
 - Regularly prepare and deliver Board packets.
 - Coordinate, facilitate and schedule special arrangements for management to ensure meeting rooms are prepared, and clean, and reservations are confirmed.

"Always Ready. Always Forward. Always Learning."

DUTY – HONOR – INTEGRITY – HUMILITY – DISCIPLINE



JOB DESCRIPTION

JOB TITLE: Director of Public Relations

JOB STATUS: Full-time Paid

FLSA CLASSIFICATION: Non-Exempt

REPORTS TO: Administrative Officer

ASSIGNED: Administration

-
- Assist to coordinate and/or assist with scheduling District annual and special events as required.
 - Willingly perform other duties as may be assigned.

QUALIFICATIONS AND ATTRIBUTES

- Is a strong team player with a positive, “can-do” attitude.
- Trustworthy.
- High level of energy and enthusiasm. Well-developed social skills that convey warmth and a genuine interest in people.
- Emotionally resilient and capable of handling pressure and rejection without inappropriate disappointment of personal reproach.
- Flexible; ability to multi-task and adapt to quickly changing work demands.
- Excellent attention to detail; excellent organizational and time management skills.
- Self-motivated; Strong oral and written communication skills.
- Ability and willingness to work with executives and senior leaders.
- Process information quickly and effectively.
- Exhibit excellent written/verbal communication skills.
- Communicate both verbally and in writing.
- Organize, prioritize, and successfully implement multiple assignments simultaneously.
- Stay current on new trends and innovations in the field of public and media communications.
- Excellent interpersonal communications skills and track record of building positive relationships.
- Successfully engage stakeholders on existing and emerging issues.
- Perform effectively in a fast-paced political environment with multiple stakeholders.
- Establish and maintain effective working relationships.
- Comfort with crisis management, ability to manage the media and communicate professionally under pressure.
- Ability to handle multiple projects and meet strict deadlines.
- Skilled in use of computer hardware and software.
- Skilled in using online social media tools and web editing programs.
- Ability to lead, make decisions and work well without supervision.
- Ability to maintain a sense of perspective with humor under pressure and when confronted with shifting priorities.
- Ability to give and receive feedback.
- Understanding and appreciation of issues as they affect the mission, vision, and values.
- Understanding and appreciation of social and new media applications and their influence.
- Skilled at building rapport and strengthening relationships, both internally and externally
- Independent thinker and aggressive “seller” to internal clients and outside media contacts.
- Is wise and reliable with resources during off-site PR-supported events.

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DUTY – HONOR – INTEGRITY – HUMILITY – DISCIPLINE



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FLSA CLASSIFICATION: Non-Exempt

REPORTS TO: Administrative Officer

ASSIGNED: Administration

- Bachelor's degree in public relations, marketing, communications, or a related field.
- Experience in public relations, preferably in a fire/police or emergency services environment.
- Excellent verbal and written communication skills.
- Knowledge of AP writing style.
- Strong organizational and time management skills.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office and social media platforms.
- Experience with website management and content creation.
- Ability to represent Black Forest Fire Rescue in a professional and positive manner.
- Possess, or obtain upon hire, and maintain a valid Colorado driver's license.
- ICS 100, 200, 300, 700, within 6 months of start date.
- FEMA G290 – Basic Certification, within 6 months of start date.
- Demonstrates behaviors aligned with BFFR core values.
- This role is considered a Spokesperson for Black Forest Fire Rescue and should represent BFFR position, with appropriate tact, tone, delivery, timing, and humility at all times.
- Ability to maintain confidentiality.

WORKING ENVIRONMENT/PHYSICAL REQUIREMENTS:

- Primarily office environment.
- Occasional field environments, sometimes in austere conditions.
- Travel as needed. Requiring occasional nights and weekends.
- Occasionally will work events outside normal work hours.

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