



BLACK FOREST FIRE RESCUE  
PROTECTION DISTRICT  
MONTHLY REPORT

BFFRPD BOARD OF DIRECTORS & STAFF

AUGUST 17<sup>TH</sup>, 2022

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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

**MEETING AGENDA**

**Meeting Date/Time: August 17<sup>th</sup>, 2022, 7:00 PM**

**LOCATION: Station 1 Community Room, 11445 Teachout Rd., Colorado Springs, CO 80908**

**VIRTUAL LOCATION: Zoom Meeting**

1. Meeting called to order.
2. Roll Call.
3. Minutes approved – July 20<sup>th</sup>, 2022, regular meeting.
4. Financial report – Treasurer Jack Hinton
5. Department report presented by Department Staff.
6. Old Business:
7. New Business:
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. (Tentative: September 21<sup>st</sup>, 2022)
12. Adjournment.

Action Items:

Subject: \_\_\_\_\_ Assignee: \_\_\_\_\_

Subject: \_\_\_\_\_ Assignee: \_\_\_\_\_

Subject: \_\_\_\_\_ Assignee: \_\_\_\_\_

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**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 July 20, 2022, such meeting duly posted for public notice.

A quorum present, the meeting was called to order at 7:02 p.m. by Chair Dowden.

Directors present: N. Dowden/J. Abendschan/J. Hinton/C. Behnken/K. Tarvainen

Directors absent: None

Also present: D. Arkowski/fire department personnel/community members/and others via Zoom

**Roll Call:** All directors were present, except Director Tarvainen who was excused by motion and approval until her arrival at 7:10 p.m.

**Minutes** A motion was made and seconded to approve the board meeting minutes for the June 22, 2022 regular board meeting; upon a vote the motion carried unanimously.

**Financial Reports** Treasurer Hinton reported that paint detail, lights and decals were approved for the aerial ladder truck, to be done at Brindlee Mountain Fire Apparatus in Alabama. These work items were quoted by businesses in Denver, but Brindlee offered a substantial savings and would eliminate having to drive the truck to and from Denver for the work. It was noted that the BFFD staff is not yet qualified to drive the aerial truck. A temporary 90-day extended warranty was not approved, as it was deemed not worth the cost of \$2,300.

Mr. Hinton advised that an extension of time is needed for the 2021 audit and requested a motion for same. **A motion was made and seconded to extend the time allowable for the 2021 audit report to September 2022; motion carried unanimously.** Mr. Hinton will sign the appropriate documents for this matter with the auditing firm.

The last significant property tax payment for 2022 was received in June, an amount over \$1 million, with total current assets totaling \$3,642,986. Budgeted expenditures are at 49% at the end of June. A notable expenditure was \$250,000 for the Pierce Tower Ladder. Deployment reimbursements are still pending. **A motion was made and seconded to approve the financial reports; the motion carried unanimously.**

**Operations Report** Given by Chair Dowden in the absence of the operational staff. A written report was prepared by Chief Langmaid and given to all directors. A copy is attached to the minutes.

Chair Dowden reported there were 16 fire calls and 33 EMS calls, and 1,430 hours of training, with five plan reviews. Five new hires are attending a fire academy at the CSFD, a new training captain, Captain Jason Morrison, has been hired, and the 2005 tower ladder truck was purchased.

**Finance and Administrative – Admin. Officer Rachel Dunn:**

- Notable revenues last month were ambulance receipts - \$12,582, tax revenues - \$1,084,133; deployment revenue - \$41,570.
- Notable expenditures - \$250,000, Pierce Tower Ladder.
- The videographer team filmed for a few days.
- Time Unit – 6,961 hours worked, with 268 hours of overtime related to deployment activities.
- IT Unit – Platte River Network is complete.

**Branch II Logistics - Communications – Deputy Chief James Rebitski**

- Station alerting system is aligned with CSFD.

**Ground Support (Fleet Services)**

- Multiple items of routine maintenance.

**Facilities Unit**

- No significant items to report.

**Planning and Prevention**

- Four employees left BFFR, two for positions closer to home, one to reduce hours required for two full time firefighting positions, and one for a fire position that does not exist at BFFD.

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## RECORD OF PROCEEDINGS

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- Five new employees were hired following entry level testing.
- New Pierce engine still being manufactured.

### Community Risk – Inspections, Investigations, Mitigation

- Sketch plans, comment submittals and commitment on subdivisions ongoing.
- Wildfire risk assessments completed for 71 properties.

### Operations – Deputy Chief Piepenburg

- Training hours far exceed minimum required; training occurs daily.
- Significant training events included CO-TF1 USAR and Echelon Front Muster Leadership.
- BFFR Type 3 engine deployed to San Angelo, TX for severity patrols.

### Command/Strategic – Chief PJ Langmaid

Chief Langmaid continues to work on leadership development, succession planning and continuity of operations and service delivery, building and maintaining partnerships with tactical partners, and research and development to increase capacity for community service.

The 2023 budget cycle has begun with company officers having completed and submitted budget requests to their respective section chiefs for review. The residential assessment rate has been reduced, which will impact budget preparation.

**Old Business** Chair Dowden extended thanks to the entire team that participated in identifying the new ladder truck and recognized resident Hugh Carver for his input on this matter. Mr. Carver's suggestion that a used vehicle might be available was crucial in the decision of management to take a broader view of this district purchase, which saved the BFFRPD over a million dollars.

**New Business** Resolution 2022-02, Resolution for signing authority for Treasurer Hinton and Chief Langmaid to sign a 10-year lease/purchase agreement for acquisition of an engine. Treasurer Hinton itemized the details on this transaction for the financing of the engine purchase and the terms of the lease/purchase agreement. **Upon a motion duly made and seconded, the board agreed to adopt Resolution 2022-02 to approve this signing authority; motion carried unanimously.**

**Reports on Workshops and Meetings** Department members and two directors attended a muster leadership training exercise, which was highly praised.

**Correspondence** Chair Dowden read a thank you note from a property owner following a response to a fire.

**Public Comments** Former Director Deb Hoffpaur came to the meeting to offer cupcakes to all in honor of Former Director David Hoffpaur on the anniversary of his birthday.

**Future Meetings** The next regular meeting will be August 17, 2022, at 7:00 p.m.

**Adjournment** There being no further business, the board adjourned at 7:59 p.m.

Respectfully submitted,

Donna Arkowski, Secretary

**Black Forest Fire Rescue Protection District**  
**Balance Sheet**  
As of July 31, 2022

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1000 FNB - Operations Checking	2,233,140
1005 MMDA First National Bank	136,452
1010 FNB - Emergency Reserve	236,048
1015 FNB - Capital Improvement	565,683
1020 FNB - Tabor	137,026
<b>Total Bank Accounts</b>	<b>\$3,308,348</b>
Accounts Receivable	
1200 Accounts Receivable	3,630
<b>Total Accounts Receivable</b>	<b>\$3,630</b>
Other Current Assets	
1205 County Taxes Receivable	83,998
<b>Total Other Current Assets</b>	<b>\$83,998</b>
<b>Total Current Assets</b>	<b>\$3,395,977</b>
<b>TOTAL ASSETS</b>	<b>\$3,395,977</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	(15,899)
<b>Total Accounts Payable</b>	<b>\$ (15,899)</b>
Credit Cards	
2010 Divvy Payable	4,016
<b>Total Credit Cards</b>	<b>\$4,016</b>
Other Current Liabilities	
2015 Colonial Insurance	423
<b>Total Other Current Liabilities</b>	<b>\$423</b>
<b>Total Current Liabilities</b>	<b>\$ (11,461)</b>
<b>Total Liabilities</b>	<b>\$ (11,461)</b>
Equity	
3000 Beginning Fund Balance	1,888,475
Net Income	1,518,963
<b>Total Equity</b>	<b>\$3,407,438</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$3,395,977</b>

## Black Forest Fire Rescue Protection District

### Budget vs. Actuals

January – July 2022

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
<b>Income</b>			
100 Operating Revenues	182,367	561,104	33.00 %
108 Training Fees	6,800		
200 Non-Operating Revenues	3,859,398	3,982,874	97.00 %
<b>Total Income</b>	<b>\$4,048,565</b>	<b>\$4,543,978</b>	<b>89.00 %</b>
<b>GROSS PROFIT</b>	<b>\$4,048,565</b>	<b>\$4,543,978</b>	<b>89.00 %</b>
<b>Expenses</b>			
300 General Finance Branch	201,562	292,328	69.00 %
320 Administrative Branch	19,777	51,183	39.00 %
340 Total Compensation Branch	1,217,182	2,350,236	52.00 %
342 Benefits	296,340	568,287	52.00 %
400 General Logistics Branch	15,475	39,559	39.00 %
420 Information Technology Branch	18,160	37,812	48.00 %
440 Communications Branch	53,346	99,522	54.00 %
460 Fleet Services Branch	34,059	103,040	33.00 %
480 Facilities Branch	34,082	77,377	44.00 %
484 Training Center	584	17,828	3.00 %
485 Radio Tower	213	616	35.00 %
486 Communications Center	96		
490 Personal Protective Equipment (PPE) Branch	42,815	51,462	83.00 %
500 Operations Branch	76,120	127,693	60.00 %
520 Training Branch	75,963	163,664	46.00 %
540 Deployment Branch	152,991	376,104	41.00 %
620 Community Risk Branch	8,306	5,975	139.00 %
680 Capital Procurement Branch	258,485	43,029	601.00 %
700 Command Sections	24,047	93,762	26.00 %
<b>Total Expenses</b>	<b>\$2,529,603</b>	<b>\$4,499,477</b>	<b>56.00 %</b>
<b>NET OPERATING INCOME</b>	<b>\$1,518,963</b>	<b>\$44,501</b>	<b>3,413.00 %</b>
<b>Other Expenses</b>			
Reconciliation Discrepancies	0		
<b>Total Other Expenses</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
<b>NET OTHER INCOME</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
<b>NET INCOME</b>	<b>\$1,518,963</b>	<b>\$44,501</b>	<b>3,413.00 %</b>

## Department Report for July 2022

### DEPARTMENT SUMMARY

BRIEF OVERVIEW of JULY 2022

Fire Calls	EMS Calls	Training Hours	Plans Reviewed
5	37	1354	0
Significant Incidents, Events, & Projects			
Wildland Deployments Continue Joint Interagency Training Continues July moisture has benefitted the region 2022 Pierce Enforcer Engine is near delivery			

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 of \$6,509
- Total Tax Revenue of \$84,818
- Deployment Revenue: None deposited in July

Notable Expenses this month:

- Nothing new to report

**Procurement Unit**

- Trench Incident equipment
- Fleet maintenance equipment

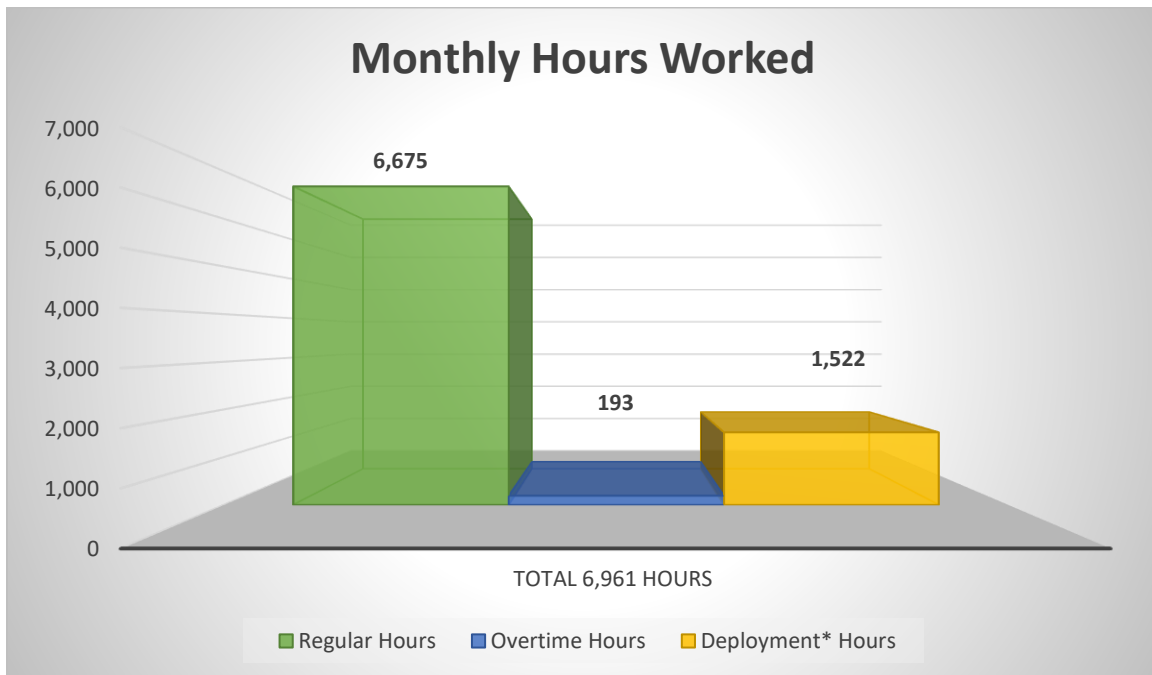
**Public Affairs (PIO) Unit**

- Nothing new to report

**Compensation & Claims Unit**

- Nothing new to report

**Time Unit**



\* Denotes total deployment and deployment backfill hours

**LOGISTICS SECTION**

Administrative Officer Rachel Dunn & Deputy Chief James Rebitski

**Branch I (Rachel Dunn)**

**IT Unit**

- Nothing new to report

**Supply Unit**

- Nothing new to report

**Member Wellness Unit**

- Nothing new to report

**Branch II (Deputy Chief Rebitski)**

**Communications Unit (Lt. Jones)**

- Nothing new to report

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

4546: Post-deployment inspection, air leak, and pre-deployment service.

3342: LED intersection light.

5849: Hose bed pre-connect.

9081: Faulty Kussmaul shoreline.

8258: Completed PM service, rear brakes, motor mount.

2883: Completed PM service.

**Facilities Unit**

Firehouse 1:

- Nothing new to report.

Firehouse 2:

- Nothing new to report.

Training Complex:

- Working to convert barn into Ground Support (Fleet) Unit shop.

**PLANNING & PREVENTION SECTION**

Deputy Chief James Rebitski

**Planning Branch**

**Resources Unit**

- DC Piepenburg and Fleet Unit Leader Gavin Smith travelled to Pierce Mfg. in Wisconsin to inspect progress on 2022 Enforcer Engine.
  - Engine delivered to Colorado. Waiting on final inspection and documentation to be complete.
- Ms. Dunn interviewed and offered a part-time position to an administrative assistant starting in August.
- Pierce Tower Ladder contract for paint, graphics, and LED lighting was signed with work beginning.

**Situation Unit**

- Black Forest Fire Rescue Protection District is responsive with Fire Restrictions. Stay updated via website.
- Fires have increased nationally.
- Locally, moisture has helped reduce fire danger.
- Wildland Tech Blake Martin began working with El Paso County to install 8 fire danger signs across district.

**Documentation Unit**

- Nothing to report.

**Community Risk Branch**

**Inspections Unit**

- Sterling Ranch East submitted preliminary plans for comment.
- Sterling Recycling Facility (concrete and asphalt) submitted preliminary plans for comment.
- Vollmer Rd. RV storage facility submitted preliminary plans for comment.
- Sterling Ranch submitted amended plans for comment.

**Investigations Unit**

- Responded to a fire incident to support EPSO. Our assistance was not needed.

**Fuels Management (Mitigation) Unit**

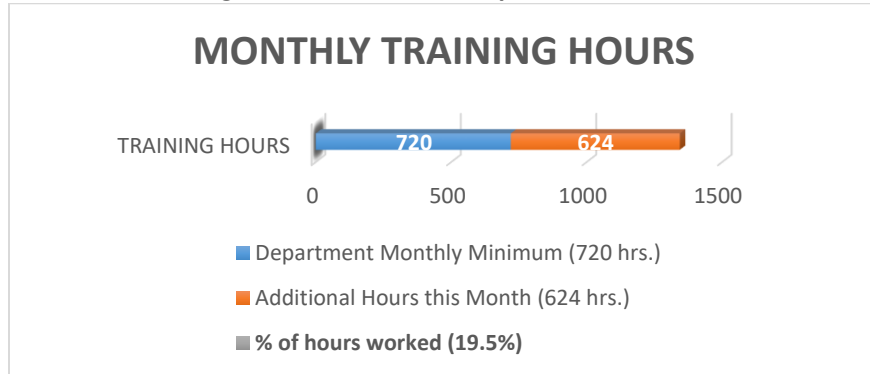
- Nothing new to report.

**BFFRPD is out of FIRE RESTRICTIONS**

**OPERATIONS SECTION**

Deputy Chief Chris Piepenburg

**Training Branch – Director: Captain Jason Morrison**



**Training Branch**

Summary of Significant Events:

- Hosted an 8-hour Forcible Entry class with 20 firefighters and police officers from outside the district.
- Several NWCG S212 Wildland Fire Chainsaw certifications completed.
- Completed a weeklong MCI training with crews from BFFR, CSFD, Falcon and Monument.

**Deployment Branch**

Summary of Significant Events:

- Type-3 Engine returned from deployment to San Angelo, Texas.
- Type-6 Engine deployed to Wichita Falls, Texas for severity patrols.

**Daily Operations Branch**

Summary of Significant Events:

- Dual service area incident for ‘Explosion’ on County dispatch but ‘Active Shooter’ on City dispatch.
- Outside building fire in Black Forest, no extension into the wooded area.
- Type-6 Engine and DC Piepenburg responded to assist with a wildland fire in Elbert County.



**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.

Strategic Planning:

- 2023 Budget Update:
  - Section Chiefs have submitted budgets to Finance Section and Budget Officer.
  - Expect estimated valuations from El Paso County Assessor between August 29<sup>th</sup> and 31<sup>st</sup>
  - Dual service area exclusions will impact budget revenue.
  - Total compensation, increased staffing, and capital maintenance are key items we need to balance.
- This budget cycle will be one of the more challenging ones we have contended with in recent memory due to actions taken by State government lowering the Residential Assessment Rate (RAR) combined with recession and rising inflation due to Federal policies.

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.

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**APPENDIX A**  
**OLD BUSINESS DOCUMENTS**

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## **APPENDIX B**

### **NEW BUSINESS DOCUMENTS**

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