



BLACK FOREST FIRE RESCUE
PROTECTION DISTRICT
MONTHLY REPORT

BFFRPD BOARD OF DIRECTORS & STAFF

SEPTEMBER 21ST, 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

AGENDA
BLACK FOREST FIRE/RESCUE PROTECTION DISTRICT REGULAR BOARD MEETING
9/21/2022

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

VIRTUAL LOCATION: Zoom Meeting <https://us02web.zoom.us/j/89405417389>

1. Meeting called to order.
2. Roll call.
3. Oath and Badge Pinning: Lt. Beckstrom
 - FF Fine
 - FF Alvarado
 - FF Trotter
 - FF Ore
4. Minutes approved – August 17, 2022 regular meeting.
5. Financial report - Treasurer Jack Hinton
6. Department report presented by Department Staff
7. Old Business:
8. New Business: 2023 Budget Preparation
9. Board member reports on workshops/meetings attended.
10. Correspondence.
11. Public comments. **Comments will be limited to 3 minutes per person.**
12. Announcement of future meeting dates.
13. 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 August 17, 2022, such meeting duly posted for public notice.

Before convening for the Board meeting, the Board members and several others were outside the station examining the newly delivered Pierce engine.

A quorum present, the meeting was called to order at 7:08 p.m. by Chair Dowden.

Directors present: N. Dowden/J. Abendschan/J. Hinton/C. Behnken (via Zoom)/K. Tarvainen

Directors absent: None

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

Roll Call: All directors were present.

Minutes A motion was made and seconded to approve the board meeting minutes for the July 20, 2022 regular board meeting; upon a vote the motion carried unanimously.

Financial Reports Treasurer Hinton reported that the District has assets of \$3.396 million, with tax revenues dropping considerably for the remainder of 2022. **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 - \$6,509, tax revenues - \$84,818.
- Notable expenditures - none.
- Procurement – trench equipment and fleet maintenance equipment.

Branch II Logistics – Planning and Prevention – Deputy Chief James Rebitski

- Ordinary repairs and maintenance done in-house by EVT Gavin Smith.
- Working to convert training barn into a ground support unit for equipment R&M.
- The 2022 Pierce Enforcer Engine was delivered to Colorado.
- Ms. Dunn interviewed and hired an administrative assistant to begin working in August.
- Work has begun on paint, graphics, and LED lighting for Tower Ladder.
- New fire danger signs have been installed in the District.
- Sterling Ranch planning and expansion continues.

Facilities Unit

- No significant items to report.

Operations – Deputy Chief Piepenburg

- Training hours last month – 624 hours above minimum required for a total of 1,344 hours.
- Hosted an 8 hour forcible entry class.
- Several wildland fire chainsaw certifications completed.
- Completed a weeklong MCI training class with several departments participating.
- A type-3 engine was deployed to San Angelo, TX and a type-6 engine deployed to Wichita Falls, TX.
- An outbuilding fire was responded to in Black Forest (chicken coop).
- Assisted with a wildland fire in Elbert County.
- 63 calls in preceding month.
- Data provided by Training Branch Director Captain Jason Morrison.

Command/Strategic – Chief PJ Langmaid

Chief Langmaid reported on 2023 budget preparations, noting the state reduction in the Residential Assessment Rate will impact revenue, along with exclusions in dual service areas, and the board will need to examine the mill levy rate for the District. Final property valuations from the County Assessor will be received at the end of August. The Chief will prepare a comprehensive report for the board on strategic planning and budget requirements for the coming year.

RECORD OF PROCEEDINGS

Old Business None.

New Business None

Reports on Workshops and Meetings Director Tarvainen attended a very worthwhile incident training exercise with the City FD.

Correspondence None.

Public Comments Resident John Tarvainen questioned the need for the purchase of a ladder truck. Chief Langmaid replied there is presently no complement of ground ladders in the northern part of the County and the ladder truck will enhance this greatly. It will be of significant assistance in search and rescue and ventilation at fires. The aerial ladder is only one component of the vehicle, whereas the truck will bring ground ladders for operations. The total price was about \$329,000 for this used vehicle; a new model would cost \$1.5 million or more. This purchase was being considered for 2024, but due to the suggestion of a resident, this used vehicle was found. The District will now move forward with the hiring and training of personnel to operate this vehicle.

Future Meetings The next regular meeting will be September 21, 2022, at 7:00 p.m.

Adjournment There being no further business, the board adjourned at 7:42 p.m.

Respectfully submitted,

Donna Arkowski, Secretary

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

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 FNB - Operations Checking	2,043,629
1005 MMDA First National Bank	111,511
1010 FNB - Emergency Reserve	236,048
1015 FNB - Capital Improvement	272,073
1020 FNB - Tabor	137,026
Total Bank Accounts	\$2,800,287
Accounts Receivable	
1200 Accounts Receivable	3,630
Total Accounts Receivable	\$3,630
Other Current Assets	
1205 County Taxes Receivable	54,103
1207 Other Receivable	25,000
Total Other Current Assets	\$79,103
Total Current Assets	\$2,883,021
TOTAL ASSETS	\$2,883,021
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	(21,187)
Total Accounts Payable	\$ (21,187)
Credit Cards	
2010 Divvy Payable	6,461
Total Credit Cards	\$6,461
Other Current Liabilities	
2015 Colonial Insurance	423
Total Other Current Liabilities	\$423
Total Current Liabilities	\$ (14,303)
Total Liabilities	\$ (14,303)
Equity	
3000 Beginning Fund Balance	1,888,475
Net Income	1,008,849
Total Equity	\$2,897,324
TOTAL LIABILITIES AND EQUITY	\$2,883,021

Black Forest Fire Rescue Protection District

Budget vs. Actuals

January – August 2022

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Income			
100 Operating Revenues	238,450	561,104	42.00 %
108 Training Fees	6,800		
200 Non-Operating Revenues	3,928,256	3,982,874	99.00 %
Total Income	\$4,173,505	\$4,543,978	92.00 %
GROSS PROFIT			
	\$4,173,505	\$4,543,978	92.00 %
Expenses			
300 General Finance Branch	208,012	292,328	71.00 %
320 Administrative Branch	24,633	51,183	48.00 %
340 Total Compensation Branch	1,382,568	2,350,236	59.00 %
342 Benefits	351,440	568,287	62.00 %
400 General Logistics Branch	16,976	39,559	43.00 %
420 Information Technology Branch	18,370	37,812	49.00 %
440 Communications Branch	54,651	99,522	55.00 %
460 Fleet Services Branch	43,081	103,040	42.00 %
480 Facilities Branch	61,905	77,377	80.00 %
484 Training Center	699	17,828	4.00 %
485 Radio Tower	213	616	35.00 %
486 Communications Center	96		
490 Personal Protective Equipment (PPE) Branch	29,440	51,462	57.00 %
500 Operations Branch	93,880	127,693	74.00 %
520 Training Branch	83,381	163,664	51.00 %
540 Deployment Branch	220,032	376,104	59.00 %
620 Community Risk Branch	10,853	5,975	182.00 %
680 Capital Procurement Branch	533,485	43,029	1,240.00 %
700 Command Sections	30,943	93,762	33.00 %
Total Expenses	\$3,164,656	\$4,499,477	70.00 %
NET OPERATING INCOME			
	\$1,008,849	\$44,501	2,267.00 %
Other Expenses			
Reconciliation Discrepancies	0		
Total Other Expenses	\$0	\$0	0%
NET OTHER INCOME			
	\$0	\$0	0%
NET INCOME			
	\$1,008,849	\$44,501	2,267.00 %

Department Report for August 2022

DEPARTMENT SUMMARY

BRIEF OVERVIEW of AUGUST 2022

Fire Calls	EMS Calls	Training Hours	Plans Reviewed
7	38	1510.25	6
Significant Incidents, Events, & Projects			
Wildland Deployments Continue			
Joint Interagency Training Continues			
Rescue Call for Trapped Animal			
2022 Pierce Enforcer Engine was delivered			

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: \$14,136.68
- Total Tax Revenue: \$54,103.21
- Deployment Revenue: \$41,445.83
- Grants: \$15,000

Notable Expenses this month:

- Uniform items.
- \$275,000 down payment on new engine.

Procurement Unit

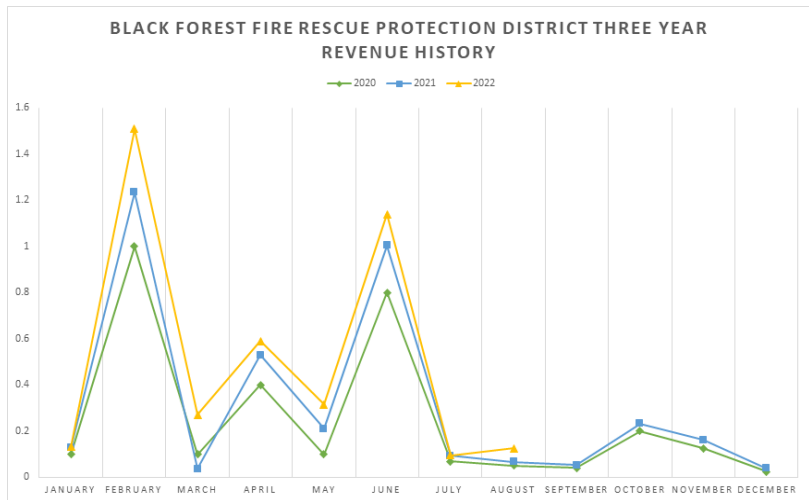
- Nothing new to report

Public Affairs (PIO) Unit

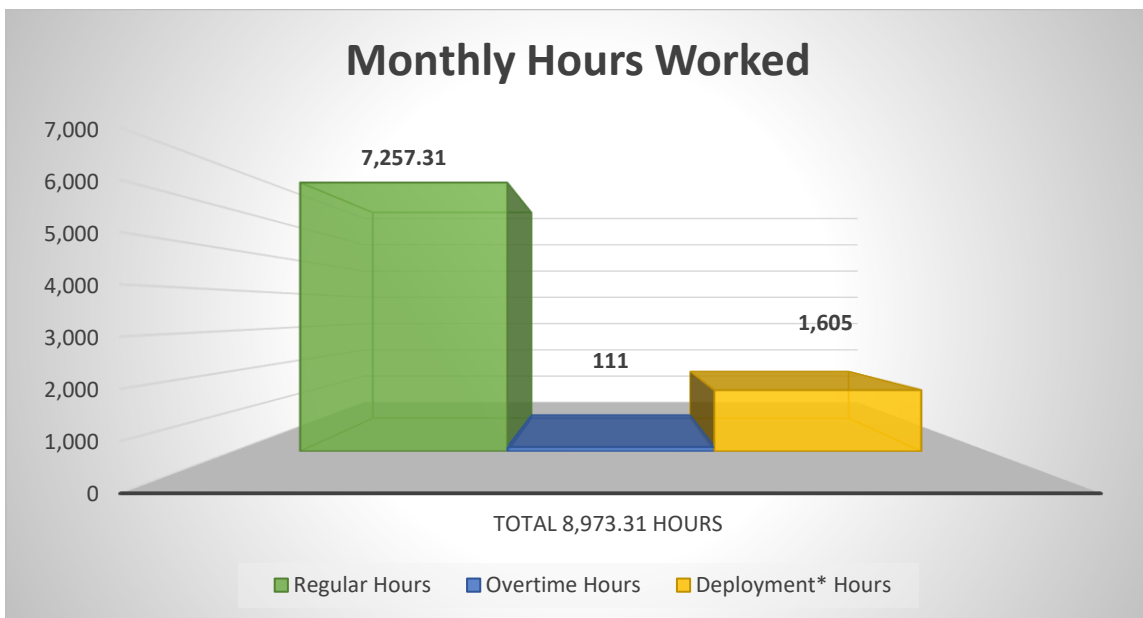
- Nothing new to report

Compensation & Claims Unit

- Nothing new to report



Time Unit



* Denotes total deployment and deployment back fills*

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

- Onboarded new administrative assistant

Branch II (Deputy Chief Rebitski)**Communications Unit (Lt. Jones)**

- Station alerting will be installed soon.
- New digital radio installed in wildland engine.
- New antennas installed on apparatus to enhance data signal.
- New radios ordered for new engine and truck.

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

4546: Installed new radio and cell phone booster. Pre deployment inspection.
7129: Post deployment service and inspection. Repaired pump throttle control.
1390: Completed PM service.
5849: Replaced rear brakes and tires.
8591: Repaired primer valve.
1073: Worked on radios.
9081: Replaced on board charging system.
9669: Completed rebuild of winch.

Facilities Unit

Firehouse 1:

- Repaired diesel fuel nozzle and gate wheel.

Firehouse 2:

- Sprayed for weeds.
- Organized office to accommodate a 5th bedroom.

Training Complex:

- Replaced west door in barn.
- Cleaned barn area to accommodate fleet services.

PLANNING & PREVENTION SECTION

Deputy Chief James Rebitski

Planning Branch

Resources Unit

- Took delivery of the new Pierce Engine.
- The Pierce truck is now painted. Waiting for lights and graphics. Delivery ETA for November.
- Began design process to build a wildland brush truck.

Situation Unit

- Nothing to report.

Documentation Unit

- Scanned boxes of old documentation to electronic filing system.

Community Risk Branch

Inspections Unit

- Koinonia Ranch Filing 1, Final Plat, 6 lot sub.
- High View Estates 5 lot sub—Final Plat (Walker Road)
- Sterling Ranch Rezone for Multi-family dwellings (3-4 story apartments)
- Eagle Rising Filing 1, 8 single family 2.5 acre lots with central water system (Park Forest Water).
- Flying Horse North Revised Sketch Plan. 846 residential units, 225 room resort hotel and 50 branded flats.
- Homestead North Filing 3 Preliminary Plan 40-acre 77 single-family lot sub.

Investigations Unit

- Nothing new to report.

Fuels Management (Mitigation) Unit

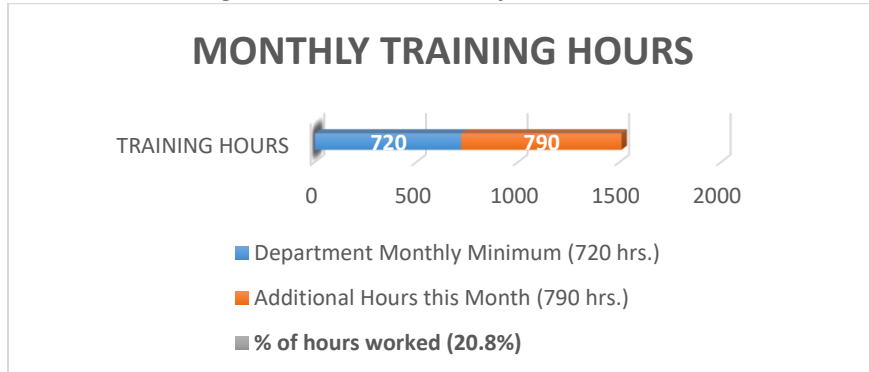
- Working on public map to identify priority areas.
- Installed 6 of 8 fire danger signs.

BFFRPD is out of FIRE RESTRICTIONS

OPERATIONS SECTION

Deputy Chief Chris Piepenburg

Training Branch – Director: Captain Jason Morrison



Training Branch

Summary of Significant Events:

- Trench Rescue Awareness for all line members
- Two members participated in and completed the CSFD Rescue School
- Several practical tests completed for Driver Operator Utility and Firefighter 2

Deployment Branch

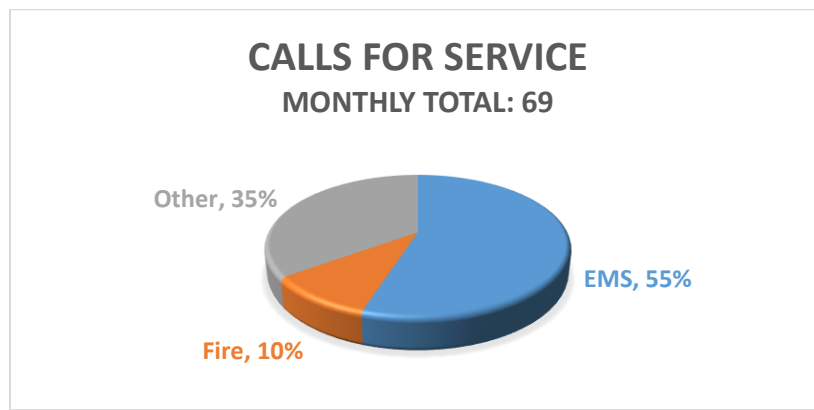
Summary of Significant Events:

- Brush Truck returned from Texas.
- Wildland Engine deployed to Southern California

Daily Operations Branch

Summary of Significant Events:

- Trapped animal rescue off Egerton Rd



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:
 - Budget requests incorporated into budget workbook.
 - Received estimated valuations from El Paso County Assessor at the end of August.
 - Dual service area exclusions significantly impacted estimated budget revenue.
 - Total compensation, increased staffing, and capital maintenance are key items we need to balance.
 - Adjusting Mill Levy to maintain levels per voter approved measure will be necessary for 2023.

- 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.

APPENDIX A
OLD BUSINESS DOCUMENTS

APPENDIX B
NEW BUSINESS DOCUMENTS
