

## 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 September 21, 2022, such meeting duly posted for public notice.

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

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

Directors absent: J. Abendschan

Also present: PJ Langmaid/J. Rebitski/C. Piepenburg/R. Dunn/D. Arkowski/Dawn Schilling/fire department personnel/community members/and others via Zoom

**Roll Call:** Director James Abendschan was absent; **A motion was made and seconded to excuse Mr. Abendschan's absence; motion carried unanimously by Directors present.**

**Oath and Badge Pinning** – Chairman Dowden administered the oath of office to five new permanent staff members – Lt. Beckstrom, and Firefighters Fine, Alvarado, Trotter, and Ore. Family members and friends pinned their badges. The 2021 Firefighter of the Year Award medal was presented to Lt. Beckstrom. Lt. Beckstrom was given this honor in March, but the medal was not available until now.

**Minutes** **A motion was made and seconded to approve the board meeting minutes for the August 17, 2022 regular board meeting; upon a vote the motion carried unanimously by Directors present.**

**Audit Report – 2021 Financial Statements** Ms. Dawn Schilling presented the audit report, noting the report had a clean opinion, with no issues. Ms. Schilling thanked Rachel Dunn for her assistance in compiling the necessary records. The District utilizes sound financial practices with strong internal controls, with Treasurer Hinton overseeing the financial processes carefully. Eight audit adjustments were included, which should be completed before the 2022 audit begins in 2023. A few areas were highlighted by Ms. Schilling: The volunteer firefighter pension fund is in very good condition due to District contributions to the fund; the defined benefit plan is also in good condition; the District was urged to consider investing funds; the net position was discussed including footnotes. Ms. Schilling requested that Treasurer Hinton and Chief Langmaid sign the audit. **Per a motion being made and seconded, the Board approved the audit presentation and Ms. Schilling's request unanimously by all Directors present.**

**Financial Reports** Treasurer Hinton reported that the District has assets of \$2.883 million, with expenditures being carefully controlled. **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 - \$14,137, tax revenues - \$54,103, deployment revenue - \$41,446.
- Notable expenditures - \$275,000 down payment on new engine.
- A grant of \$15,000 was received.
- Administrative Assistant Brook Reid was hired.
- No other notable items to report.

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

- Ordinary repairs and maintenance done in-house by EVT Gavin Smith.
- Station alerting will be complete soon.
- The 2005 aerial ladder truck is expected in November; design process has begun for wildland brush truck.
- Ms. Reid is digitizing all file documents owned by the District.
- New development planning and expansion continues throughout the District.
- New fire danger signs are being installed.

Facilities Unit

- No significant items to report.

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### Operations – Deputy Chief Piepenburg

- Training hours last month were more than 1,500 hours, a significant portion of employees' time while on duty.
- Training offered included trench rescue, the CSFD rescue school and tests for driver operator and firefighter 2.
- In deployments, a brush truck returned from Texas, and a wildland engine deployed to California.
- 69 calls in preceding month.
- Data provided by Training Branch Director Captain Jason Morrison.
- In response to a question, Chief Piepenburg advised that the wildland pre-plan project is nearing completion.

### Command/Strategic – Chief PJ Langmaid

Chief Langmaid advised he is working on the 2023 budget, noting that revenues will be impacted by the loss of many properties from the shared southern area of the District, but this was offset somewhat by the increase in property values and the building of new properties throughout the District. There will be an effort to adjust the mill levy in order to maintain the amount that may be levied against property owners. A legal opinion is pending in this matter. This will not constitute an increase in taxes but rather an adjustment to ensure an allowable amount of taxes are received to offset the change in the residential assessment rate done by the State. The adjustment will be voted on at the October board meeting, and the mill levy to be set for 2023 tax levies will be done at the December board meeting. A draft budget will be presented to the board in October.

Director Behnken commented on a ride he took around the District with Chief Langmaid, which was cut short due to a call. Mr. Behnken was very impressed with the professionalism and quick team work he observed from department members and officers as they rapidly dealt with the emergency. He was very impressed with the leadership and skills demonstrated.

Mr. Behnken also asked about the different types of vehicles used in deployments. Chief Piepenburg explained the differences between Type 3 trucks, which are typical engines, may be driven off-road, can accommodate long hose lays, and carry more water. Type 6 vehicles are smaller and useful for quick attack. A type 3 may be referred to as a wildland brush truck; a type 6 may be called an off-road truck. Deployed vehicles are sent with personnel, and requesting departments specify which type of truck they want.

**Old Business** None.

**New Business** None

### **Reports on Workshops and Meetings**

**Correspondence** Pierce Manufacturing wrote a letter to BFFD thanking them for recent purchase. A thank you letter was also received from a child who visited the station. High Forest Ranch thanked BFFD and included a donation of \$1,100.

**Public Comments** None.

**Future Meetings** Director Abendschan will be out of town on October 19, but all five directors will be present on October 12. **A motion was made, seconded, and unanimously carried to reschedule the October board meeting to October 12, 2022, at 7:00 p.m.** Chief Langmaid will not be present on October 12<sup>th</sup>, but will provide the directors with a draft 2023 budget before then. The November meeting will be November 16. All final financial reports will not be available in time for the October 7 meeting and the December financials will be presented in January 2023. **A motion was made, seconded, and unanimously carried to hold the December board meeting on December 7 for completion of the budget.**

**Adjournment** There being no further business, the board adjourned at 8:40 p.m.

Respectfully submitted,

Donna Arkowski, Secretary