



BLACK FOREST FIRE RESCUE  
PROTECTION DISTRICT  
MONTHLY REPORT

BFFRPD BOARD OF DIRECTORS & STAFF

FEBRUARY 21<sup>ST</sup>, 2024

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

**MEETING AGENDA  
BLACK FOREST FIRE/RESCUE PROTECTION DISTRICT REGULAR BOARD MEETING  
2/21/24**

**LOCATION: Station 1 Community Room, 11445 Teachout Rd., Colorado Springs, CO 80908 @ 7:00 pm**  
**VIRTUAL LOCATION: <https://us06web.zoom.us/>**

1. Meeting called to order.
2. Roll Call.
3. Minutes approved – January 17, 2024, regular meeting.
4. Financial report – Treasurer Jack Hinton
5. Department report presented by Department Staff.
6. Old Business: Proposed Policies  
Tender Payment
7. New Business: Inclusion
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. Executive Session, per State Statute 24-6-402(4)(f), CRS, pertaining to Employee Matters, related to establishing goals/expectations and setting review of Fire Chief.
13. 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 January 17, 2024, 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  
 Directors absent: K. Tarvainen  
 Also present: PJ Langmaid/C. Piepenburg via Zoom/R. Dunn/D. Arkowski/fire department personnel/community members

**Roll Call:** Director Tarvainen was absent; a motion was made and seconded to excuse Ms. Tarvainen's absence; motion carried unanimously.

**Minutes** A motion was made and seconded to approve the board meeting minutes for the December 28, 2023 regular board meeting; upon a vote the motion carried unanimously.

**Financial Reports** Treasurer Hinton reported that the district has total assets of \$1.79 million as of December 31, 2023, and \$3.016 million in total assets. Budgeted spending is currently at 96.51% for budget year 2023. All finances are in good order. Investing in certificates of deposit is on hold pending when tax revenues will begin being paid. 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-\$18,100, tax revenues-\$29,987, with no property taxes received.
- Notable expenditures – nothing to report.
- Class B uniforms received.
- Monthly hours worked – 7815, with 2 hours overtime.

**Logistics**

- Nothing new to report.

**Ground Support**

- Routine maintenance.
- Gavin Smith inspected tender and found some issues, which are being addressed.

**Operations**

- Training hours – 1321 – most on training grounds and academy.
- VES training with MFD and FPD.
- Ice rescue training.
- Koda responded on two calls for missing persons.

**Old Business**

**Financial Management Plan** Concerning Policy 804, Financial Management, the board was presented with a motion to amend the Policy as follows: **A motion was made and seconded to strike the first sentence of Policy 804 as written – "The District's Board of Directors primary role is the financial oversight of the Black Forest Fire Rescue Protection District"; Discussion: It was stated that the first sentence of Policy 804 is in conflict with the board's bylaws and State Statutes which state that the board's role is oversight of the entire district and all its operations. Chief Langmaid stated that he provided the board with a list of all policies that the board controls and believed all operations of the district were included in the list. Upon a vote the motion was carried unanimously.**

Further to the matter of District Policies, **A motion was made to direct Chief Langmaid to provide each board member with a complete compilation of all district policies and financial policies by the next board meeting, and to make available in Station 1 a complete book of district policies and financial policies, to be accessible by any board member at**

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**RECORD OF PROCEEDINGS**


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any time; motion was seconded; upon a vote, the motion was carried unanimously.

**In an additional motion, Chief Langmaid was directed to create a new policy that after each election and the swearing in of newly elected directors, new directors will receive a copy of all district policies and board bylaws; motion was seconded; upon a vote the motion carried unanimously.**

In discussion of categories in financial policies, Chief Langmaid advised that the majority have been completed and noted that the proposed policy numbers align with budget numbers, which facilitates cross referencing financial matters. The chief also asked for clarification of the long-range plan, which has seven categories, and includes capital and people. Does the board want two separate long-range plans? It was determined the long-range plan should be comprehensive and include capital and people.

Discussed possibly scheduling an annual work session to address policies and determine which are working well or need to be changed. A tentative date for the work session was set for April 6 or 13. In the interim, the chief will have prepared for the board by the next board meeting, on February 21, information concerning the highlighted policy numbers on the list provided. In addition, the meeting discussion will cover financials, policies in general, and long-range and asset management planning. It was noted that in the Appendices, those most needed for review are Apparatus Replacement Plan and Long-Range Plan. There is no Service Agreement Plan for the Black Forest Fire/Rescue Protection District because the district was formed in 1967, before there was a requirement for service agreement plans. The incorporation document for the BFFRPD, created in October 1967, provides the information that would be included in a service agreement plan and is filed with the district court and with the Division of Local Government. It was noted that many of the policies included in the comprehensive list do not exist at this time and are included to determine necessity. For example, Policy 504.04, Canine Operations, was included to provide guidance on how a K9 member would be handled if public members were in the station.

**New Business**

**Fee Schedule** The 2024 Fee Schedule is mostly unchanged except for Subdivision Plan Reviews which includes a PE rate and administrative fee. Re questions of how Monument handles plan reviews, they have a fire marshal who signs off on some items. Discussion ensued re how other special districts are handling plan reviews and necessity for a professional engineer. Developers have PEs who sign off on subdivision plans to certify they are in compliance with the land use code. A fire district can indicate agreement with the plan, but BFFRPD does not have the technical competency to approve plans. **Motion made and seconded to amend the 2024 Fee Schedule by striking the fee proposed for Subdivision Plan Reviews and replace it with "To Be Determined"; motion carried unanimously.**

**Board Meeting Schedule for 2024:** A motion was made and seconded regarding board meeting dates for 2024: **All regular board meetings will be held on the third Wednesday of every month except for December when the meeting date will be December 11<sup>th</sup>. Motion carried unanimously.**

**Board Member Reports** None.

**Correspondence** None.

**Future Meetings** A work session may be scheduled for April 6 or 13, 9:00 am to 4:00 pm TBD. The next regular meeting will be February 21, 2024.

**Executive Session** A motion was made and seconded to adjourn into executive session, per State Statute 24-6-402(4)(e), CRS, determining positions relative to matters that may be subject to negotiations; the motion passed unanimously. The board adjourned into executive session at 8:00 p.m.

The board reconvened in open session at 8:31 p.m. and announced they did not deviate from their intended purpose for the executive session.

**Adjournment** There being no further business, the board adjourned at 8:32 p.m.

Respectfully submitted,

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**RECORD OF PROCEEDINGS**


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Donna Arkowski  
Recording Secretary



## Black Forest Fire Rescue Protection District

Balance Sheet  
As of January 31, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1000 FNB - Operations Checking	589,430
1005 MMDA First National Bank	138,297
1010 FNB - Emergency Reserve	238,038
1015 FNB - Capital Improvement	441,071
1020 FNB - Tabor	138,147
1030 Deployment Ops	235,240
<b>Total Bank Accounts</b>	<b>\$1,780,222</b>
Accounts Receivable	
1200 Accounts Receivable	196,857
<b>Total Accounts Receivable</b>	<b>\$196,857</b>
Other Current Assets	
1205 County Taxes Receivable	53,726
<b>Total Other Current Assets</b>	<b>\$53,726</b>
<b>Total Current Assets</b>	<b>\$2,030,805</b>
Fixed Assets	
2022 Pierce Enforcer 4395	631,554
<b>Total Fixed Assets</b>	<b>\$631,554</b>
<b>TOTAL ASSETS</b>	<b>\$2,662,359</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	22,412
<b>Total Accounts Payable</b>	<b>\$22,412</b>
Credit Cards	
2010 Divvy Payable	532
<b>Total Credit Cards</b>	<b>\$532</b>
Other Current Liabilities	
2030 Pension Payable-Employee	(19)
2045 Deferred Compensation (457)	(8)
<b>Total Other Current Liabilities</b>	<b>\$ (27)</b>
<b>Total Current Liabilities</b>	<b>\$22,917</b>
<b>TOTAL LIABILITIES</b>	
Long-Term Liabilities	
FNB Loan (9674660)	325,838
<b>Total Long-Term Liabilities</b>	<b>\$325,838</b>
<b>Total Liabilities</b>	<b>\$348,755</b>
Equity	
3000 Beginning Fund Balance	2,658,650
Net Income	(345,046)
<b>Total Equity</b>	<b>\$2,313,604</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$2,662,359</b>

**Black Forest Fire/Rescue Protection District**  
**Budget vs. Actuals**  
 January 2024

	Actual	Total Budget	% of Budget
<b>Income</b>			
100 Operating Revenues	7,788	195,000	3.99%
200 Non-Operating Revenues	54,053	5,772,111	0.94%
<b>Total Income</b>	<b>\$ 61,838</b>	<b>\$ 5,967,111</b>	<b>1.04%</b>
<b>Gross Profit</b>	<b>\$ 61,838</b>	<b>\$ 5,967,111</b>	<b>1.04%</b>
<b>Expenses</b>			
300 General Finance Branch	118,861	283,174	41.90%
320 Administrative Branch	925	32,164	2.88%
340 Total Compensation Branch	206,593	3,367,444	6.14%
342 Benefits	58,231	798,152	7.31%
400 General Logistics Branch	1,408	28,898	4.87%
420 Information Technology Branch	3,562	43,873	8.12%
440 Communications Branch	315	54,449	0.58%
460 Fleet Services Branch	2,913	117,195	2.49%
480 Facilities Branch	10,199	130,541	7.81%
490 Personal Protective Equipment (PPE) Branch	3,767	93,813	4.02%
500 Operations Branch	6,543	102,458	6.39%
520 Training Branch	6,000	79,550	7.54%
600 General Planning Branch	0	49,106	0.00%
620 Community Risk Branch	0	550	0.00%
640 Investigations & Inspections Branch	0	1,777	0.00%
660 Documentation Unit	(4,151)	20,735	-20.02%
680 Capital Procurement Branch	(18,992)	708,593	-2.88%
700 Command Sections	450	99,605	0.45%
<b>Total Expenses</b>	<b>\$ 396,423</b>	<b>\$ 6,010,075</b>	<b>6.60%</b>
<b>Net Operating Income</b>	<b>\$ (334,585)</b>	<b>\$ (42,964)</b>	<b>778.76%</b>
<b>Other Income</b>			
104 Deployments	0	1,061,982	0.00%
<b>Total Other Income</b>	<b>\$ -</b>	<b>\$ 1,061,982</b>	<b>0.00%</b>
<b>Other Expenses</b>			
800 Deployment Program	10,461	1,019,017	1.03%
<b>Total Other Expenses</b>	<b>\$ 10,461</b>	<b>\$ 1,019,017</b>	<b>1.03%</b>
<b>Net Other Income</b>	<b>\$ (10,461)</b>	<b>\$ 42,965</b>	<b>-24.35%</b>
<b>Net Income</b>	<b>\$ (345,046)</b>	<b>\$ 1</b>	<b>-34504558.00%</b>

# Department Report for January 2024

BRIEF OVERVIEW of January 2024

## DEPARTMENT SUMMARY

Fire Calls	EMS Calls	Training Hours
7	47	1,401.5
Significant Incidents, Events, & Projects		
<p>2 Working Fires – One with MFD and one in district</p> <p>Fire Academy began January 15<sup>th</sup> with 10 members from MFD, 5 from BFFR and 1 Pikes Peak student.</p>		

We continue to make efforts in attending and meeting 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
- Pikes Peak Regional Office of Emergency Management (PPROEM)



**FINANCE & ADMINISTRATIVE SECTION**

Administrative Officer Rachel Dunn

**Cost Unit**

Notable Revenues this month:

- Ambulance Revenue of \$7785.60
- Total Tax Revenue of \$53,935.96

Notable Expenses this month:

- Workers Compensation

**Procurement Unit**

- Restock uniform items.

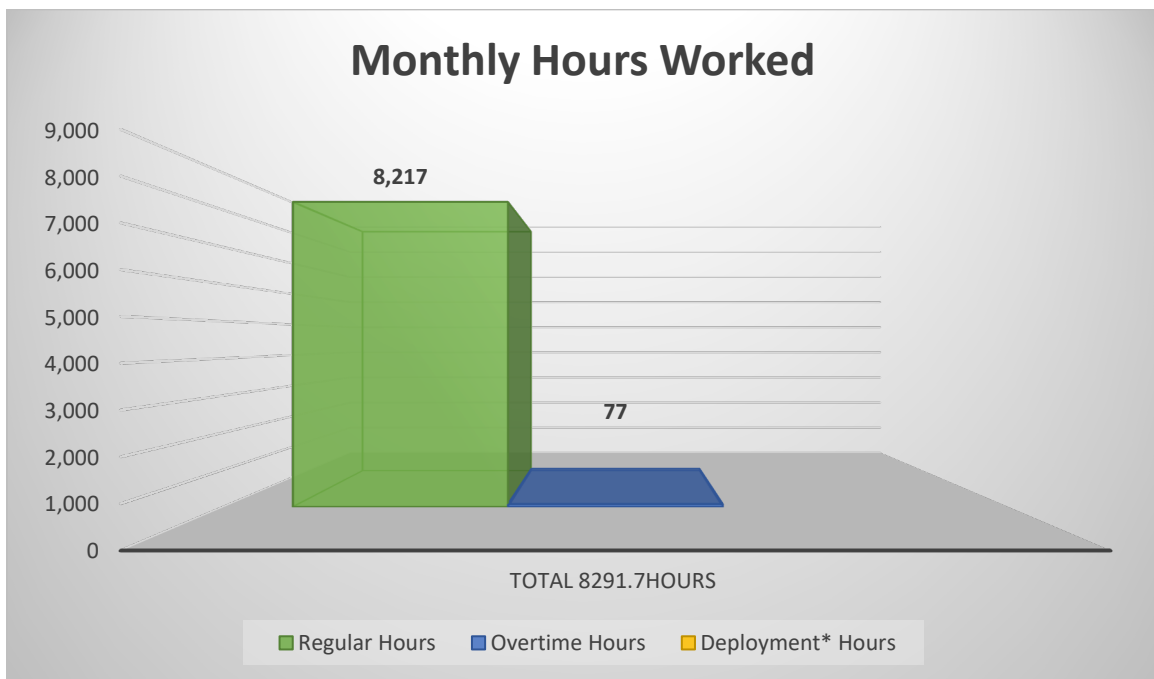
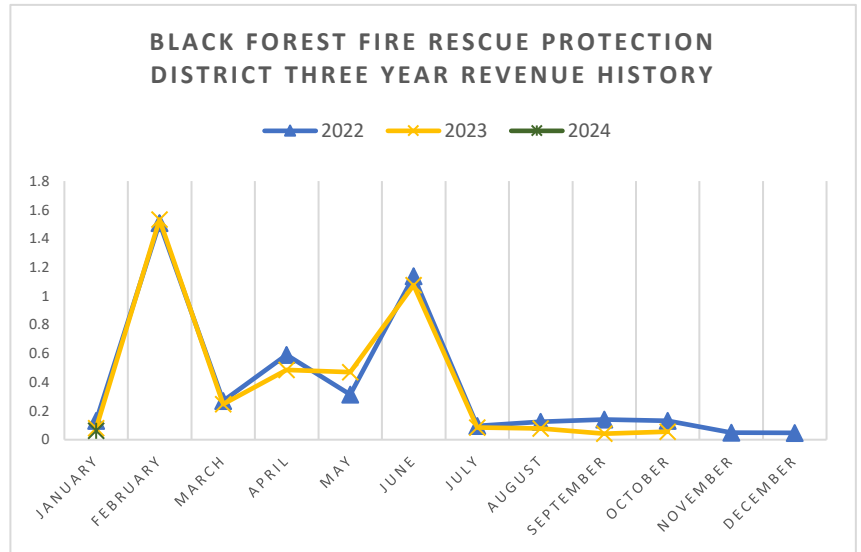
**Public Affairs (PIO) Unit**

- 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

### IT Unit

- ADA accessibility widget for website

### Supply Unit

- Joint Academy supplies

### Member Wellness Unit

- Nothing new to report.

### Communications Unit (Lt. Jones)

- Radios were reprogrammed to accommodate new communications plan.

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

- Routine Maintenance
- 1 cab chassis in process of being painted.
- Gavin to Florida for Tender Final.

### Facilities Unit

Firehouse 1:

- Finished Training room for the Academy to begin January 15<sup>th</sup>.

Firehouse 2:

- Nothing new to report.

Training Complex:

- Nothing new to report.

### Resources Unit

- The Director of Public Relations submitted two weeks' notice due to a position offered to her elsewhere.
- Onboarded 6 new employees.

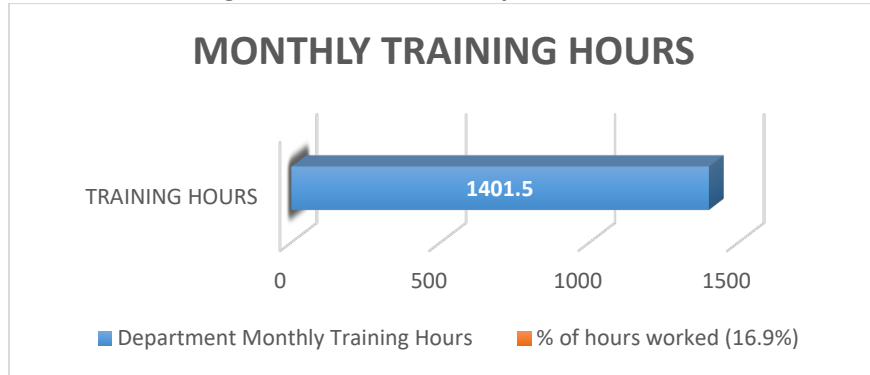
### Documentation Unit

- Nothing new to report.

**OPERATIONS SECTION**

Deputy Chief Chris Piepenburg

**Training Branch – Director: Captain Michael Torres**



**Training Branch**

Summary of Significant Events:

- Fire Academy began January 15th with 10 members from MFD, 5 from BFFR and 1 Pikes Peak student.
- Crews spent the month on required EMS and HR computer-based training.
- Medical Burn protocols training at MFD.

**Deployment Branch**

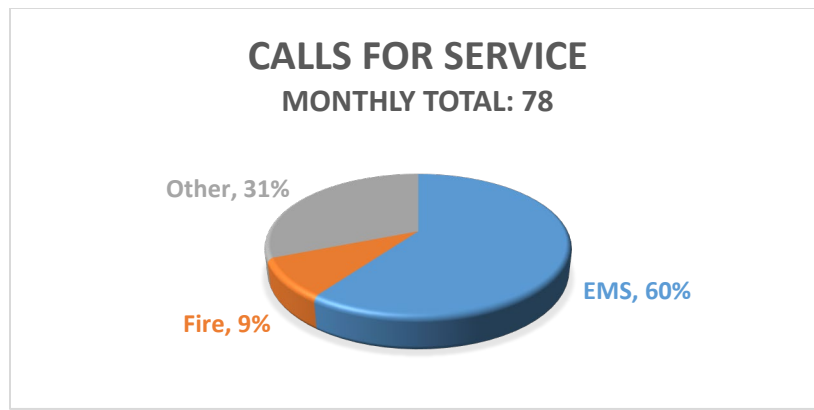
Summary of Significant Events:

- Nothing new to report.

**Daily Operations Branch**

Summary of Significant Events:

- 2 Working Fires – One with MFD and one in district.



**Community Risk Branch**

**Inspections Unit**

- Extensive review of 2023 plan reviews.

**Investigations Unit**

- Nothing new to report

**Fuels Management (Mitigation) Unit**

- Nothing new to report.

**BFFRPD is out of FIRE RESTRICTIONS**

## 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.

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

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**APPENDIX B**  
**NEW BUSINESS DOCUMENTS**

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