

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 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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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 11th. 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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Donna Arkowski
Recording Secretary