

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 March 20, 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/K. Tarvainen/J. Abendschan/J. Hinton

Directors absent: C. Behnken

Also present: PJ Langmaid/C. Piepenburg/R. Dunn/L. Emry/D. Arkowski/fire department
personnel/community members

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

Minutes A motion was made and seconded to approve the board meeting minutes for the February 21, 2024 regular board meeting; upon a vote the motion carried unanimously.

Financial Reports Treasurer Hinton reported that the district has total assets of \$3.688 million. The new truck was paid for, as reflected in the Budget Report. An error in the Net Income % of Budget will be adjusted by the accountant. A motion was made and seconded to approve the financial reports with a correction to the calculated budget vs. actual net income figure; 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 – Section Lead Lisa Emry:

- Notable revenues last month were ambulance receipts-\$9,702, tax revenues-\$1,799,871.
- Notable expenditures – ESO renewal.
- A Shift met with the Boy Scouts.
- Monthly hours worked – 8,193.
- Legal review of policy proposals and PPSC MOU.
- Proposal submitted by Lexipol for policy management matters.

Logistics & Planning – Section Lead Rachel Dunn:

- Asset Management - Quotes requested for concrete work, pavement repair, PPE room remodel, et al.
- Long-range planning – identifying consultants for proposals for possible District actions.
- Information Technology - Routine computer upgrade.
- Procurement - Tender was delivered and paid in full without added interest.
- Fleet Management – Routine maintenance.
- Facilities – Training complex grading and drainage mitigation.
- Grants - AFG and SAFER grants being researched for future purchases and consideration; state grants for specific work.

Short discussion on the need for consultants for District operations, noting such items are not in the current budget but may be considered for future budgets. Such an exercise also points out items that may be known to the District leadership, but could benefit from outside expertise.

Operations – Section Lead Deputy Chief Chris Piepenburg

- Training hours – 1358 hours in February.
- Fire Academy – PPSC invested \$82,000 in on-site capital and consumables (items such as fuel, paper products, saws, PT equipment, etc., all itemized on a spreadsheet which will be shared with Chair Dowden); Monument FPD has \$136,000 invested in on-site capital (existing equipment such as an air compressor trailer, bunker gear) and consumables; BFFRPD has \$5,000 invested in Academy and provides existing facilities; Falcon FPD donated use of \$75,000 forcible entry training prop and has no recruits in the Academy.
- Crews worked on required EMS and HR computer-based training and medical burn training.
- The Academy is doing very well and all recruits are dedicated to the curriculum.
- Chief 701 and Brush 741 operated two 12-hour operational periods on wildland fire at USAFA. Lt. Gen. Clark will recognize mutual aid participants.

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- There have been requests for deployment activity in Texas, but they will not fund backfill expenses; requests were denied. Ft. Carson had two fires but receive assistance from southern departments.

Regarding Monument battalion chiefs responding to calls, question if there was an agreement between departments for this. Chief Langmaid responded there are no agreements except for an automatic mutual aid agreement between departments that battalion chiefs will respond to specific types of calls. Directors Abendschan and Tarvainen noted that this is standard practice in many departments.

Old Business Attorney Glesne provided the board with redlined/comment versions of five proposed financial policies, along with general comments on each policy – 200.05-Investments, 300.05- Budget Adoption, 300.06-Budget Management, 300.07-Financial Reserves, and 600.02-Capital Procurement. Treasurer Hinton led the discussion of Ms. Glesne’s revised policies.

Policy 200.05 – Investments - Treasurer Hinton advised that he is in agreement with the changes made by Ms. Glesne.

Policy 300.05 – Budget Adoption – Mr. Hinton noted the changes from Ms. Glesne and was in agreement with such changes.

Policy 300.06 – Budget Management – The review of Ms. Glesne’s comments and changes was agreed upon.

Policy 300.07 – Financial Reserves – Ms. Glesne’s comments and recommendations were reviewed, with the board recognizing that a minimum of \$200,000 will be set aside annually, during budget preparations each year, as an emergency fund, which will be a defined District policy in perpetuity. It was clarified that \$200,000 is the minimum balance for this fund. Discussion acknowledged that in the case of an emergency, the fire chief may notify the board of the need for emergency and/or financial action, which may be ratified at a future meeting. Such board powers were instituted in the by-laws of the District, on page 3. Chair Dowden summarized the potential action that may be needed pursuant to an emergency board meeting by stating that the Board Chair will secure a vote of the majority of the board of directors, pursuant to District by-laws, for their approval of any action that was taken in an emergency meeting, and that such action will be noticed and ratified at the next official Board meeting. In the event that an emergency meeting is needed, it should be evidenced in writing in some fashion, such as an email or text.

Policy 600.02 – Capital Procurement – The board agreed to strike “capital” and title it simply “Procurement”. Discussion of variations in number of days required for a purchasing process, and varying types of procurements involved, and clarifying language governing major purchases to be made by the district resulted in finalizing the text of Policy 600.02.

A motion was made to adopt Resolution 2024-02, a Resolution adopting Financial Policies for the Black Forest Fire/Rescue Protection District as follows: Policy 200.05 - Investments, Policy 300.05 - Budget Adoption, Policy 300.06 - Budget Management, Policy 300.07 - Financial Reserves, and Policy 600.02 - Procurement; the motion was seconded; a vote was taken and the motion carried unanimously.

New Business Memorandum of Understanding between the Black Forest Fire/Rescue Protection District and the Pikes Peak State College – This MOU was reviewed and finalized by Attorney Linda Glesne in collaboration with personnel at Pikes Peak State College. It will be annually renewable as a training facility to offer three classes at no charge, and will be sponsored by the Monument and Black Forest Fire Districts. Board directors have just received a copy of the MOU and have not had an opportunity to study it carefully. **A motion was made and seconded to table discussion of subject Memorandum of Understanding until the next meeting; upon a vote the motion was carried unanimously.**

Work Session – The Board will hold a work session on April 13, from 9:00 a.m. to 3:00 p.m., at Station 1, for the purpose of reviewing policy-making authority, financial policies, long-range planning, and asset management planning. The work session will be open to the public.

Board Member Reports None.

Correspondence None.

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Public Comments Ms. Smith asked if property tax collections have increased; they have, with \$1.8 million received in February. She also asked if there were any significant incidents involving fire department personnel during the recent snowstorm; nothing unusual occurred as County personnel were able to provide good support during the storm.

Future Meetings A work session will be held April 13, from 9:00 a.m. to 3:00 p.m. The next regular board meeting will be April 17, 2024, at 7:00 p.m.

Adjournment There being no further business, the board adjourned at 8:57 p.m.

Respectfully submitted,

Donna Arkowski
Recording Secretary