



BLACK FOREST FIRE RESCUE  
PROTECTION DISTRICT  
MONTHLY REPORT

BFFRPD BOARD OF DIRECTORS & STAFF  
JUNE 19<sup>TH</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

**AGENDA**  
**BLACK FOREST FIRE/RESCUE PROTECTION DISTRICT REGULAR BOARD MEETING**  
**06/19/24**

**LOCATION: Station 1 Community Room, 11445 Teachout Rd., Colorado Springs, CO 80908 @ 7:00 pm**  
**VIRTUAL LOCATION: <https://us02web.zoom.us/j/84371405737>**

1. Meeting called to order.
2. Roll Call.
3. Minutes approved – May 15<sup>th</sup>, 2024, regular meeting.
4. Financial report – Treasurer Jack Hinton
5. Department report presented by Department Staff.
6. Old Business: Lexipol
7. New Business: None
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: "Negotiations regarding Ambulance Service".
13. Adjournment.

Action Items:

Subject: \_\_\_\_\_ Assignee: \_\_\_\_\_  
 Subject: \_\_\_\_\_ Assignee: \_\_\_\_\_

## 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 May 15, 2024, such meeting duly posted for public notice.

A quorum present, the meeting was called to order at 7:01 p.m. by Chair Dowden.

Directors present: N. Dowden/K. Tarvainen/J. Abendschan/J. Hinton

Directors absent: C.Behnken

Also present: R. Dunn/L. Emry/Chief Piepenburg/Chief Langmaid/fire department personnel/community members

**Roll Call:** C.Behnken was excused

**Minutes** A motion was made and seconded to approve the board meeting minutes for the April 17, 2024 regular board meeting; upon a vote the motion carried unanimously.

**Financial Reports** Treasurer Hinton reported that the district has total assets of \$4.8 million, which includes taxes receivable of \$1.36 million. Budget expenses are at 33% to date. 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 – Section Lead Lisa Emry:

- Notable revenues last month were ambulance receipts-\$6,516, tax revenues-\$1,348,794.
- Monthly hours worked – 8,711.

Logistics & Planning – Section Lead Rachel Dunn:

- Asset Management - Quotes requested for concrete work, pavement repair, PPE room remodel, extractor, drying rack, et al.
- Long-range planning – two proposals received.
- Fleet Management – Routine maintenance.
- Procurement – helmets & Shields
- Facilities – Station 1 acoustical tile quote

Operations – Section Lead Deputy Chief Chris Piepenburg

- Training hours – 1889.25 hours last month.
- Fire Academy – Graduation was held May 3<sup>rd</sup>.
- Type 1 Engine deployment to Pueblo for wildland structure protection
- Type 6 assisted Falcon and several other agencies on a major wildland fire.

- 2 working structure fires in Black Forest
- 48 calls last month.
- EDARP participation at 100%.
- 2 members in CSFD Plans Review Academy.

**Old Business** Tender sale proposal discussion. **A motion was made, seconded, and unanimously carried to sell the 1999 Freightliner Tender to Rock Bottom Propane for \$30,000.**

Vermeer sale proposal discussion. **A motion was made, seconded and unanimously carried to consign the 2013 Vermeer to a commercial equipment broker.**

District Policies and Procedures Lexipol, a business that provides guidance for public safety agencies, has submitted a proposal to the BFFRPD for consideration for the 2025 budget. Lexipol provides state-specific policies based on statutes and law enforcement professionals and public safety. Board discussion ensued regarding implementation time for tiers. The Staff will forward proposal to legal for review of terms and conditions. Clarify with Lexipol the proposal rates. The staff will review the 2024 budget projections to determine if it may be possible to reallocate funds in a manner that would allow for purchasing a pro-rated Lexipol policy in 2024.

Long-Range Planning: The directors will table the discussion

**New Business** Director discussion ensued regarding MOU with Pikes Peak State College. **A motion was made, seconded, and unanimously carried approving MOU with Pikes Peak State College.**

SB24-194 "Special District Emergency Services Funding". Board discussion ensued regarding legislation that was approved and signed by the Governor. Director Dowden stated in regards to the impact fee portion, imposing fees has to be underpinned by a study. Chief Langmaid stated, legal recommendation is to get into a study and receive a briefing. The Staff was directed to have legal present at next Board of Directors meeting in June and ask legal for a sample RFP other districts have used for the study.

**Board Member Reports** None.

**Correspondence** None.

**Public Comments** None.

**Future Meetings** The next regular board meeting will be June 19th, 2024, at 7:00 p.m.

**Adjournment** There being no further business, the board adjourned at 8:25 p.m.

Respectfully submitted,  
Rachel Dunn, Administrative Officer



## Black Forest Fire/Rescue Protection District

### Budget vs. Actuals: Budget\_FY24\_P&L - FY24 P&L

January - December 2024

	TOTAL		% OF BUDGET
	ACTUAL	BUDGET	
<b>Income</b>			
100 Operating Revenues	64,753	195,000	33.00 %
200 Non-Operating Revenues	3,944,479	5,772,111	68.00 %
<b>Total Income</b>	<b>\$4,009,232</b>	<b>\$5,967,111</b>	<b>67.00 %</b>
<b>GROSS PROFIT</b>	<b>\$4,009,232</b>	<b>\$5,967,111</b>	<b>67.00 %</b>
<b>Expenses</b>			
300 General Finance Branch	210,451	283,174	74.00 %
320 Administrative Branch	16,972	32,164	53.00 %
340 Total Compensation Branch	1,373,485	3,367,444	41.00 %
342 Benefits	348,650	796,152	44.00 %
400 General Logistics Branch	14,119	28,896	49.00 %
420 Information Technology Branch	22,453	43,873	51.00 %
440 Communications Branch	16,281	54,449	30.00 %
460 Fleet Services Branch	35,903	117,195	31.00 %
480 Facilities Branch	48,523	130,541	37.00 %
490 Personal Protective Equipment (PPE) Branch	43,464	93,813	46.00 %
500 Operations Branch	37,190	102,458	36.00 %
520 Training Branch	40,546	79,550	51.00 %
600 General Planning Branch		49,106	
620 Community Risk Branch	1,310	550	238.00 %
640 Investigations & Inspections Branch		1,777	
660 Documentation Unit	1,745	20,735	8.00 %
680 Capital Procurement Branch	393,728	708,593	56.00 %
700 Command Sections	23,205	99,605	23.00 %
Uncategorized Expense	0		
<b>Total Expenses</b>	<b>\$2,628,025</b>	<b>\$6,010,075</b>	<b>44.00 %</b>
<b>NET OPERATING INCOME</b>	<b>\$1,381,207</b>	<b>\$ (42,964)</b>	<b>(3,215.00 %)</b>
<b>Other Income</b>			
104 Deployments	6,240	1,061,982	1.00 %
<b>Total Other Income</b>	<b>\$6,240</b>	<b>\$1,061,982</b>	<b>1.00 %</b>
<b>Other Expenses</b>			
800 Deployment Program	87,546	1,019,017	9.00 %
<b>Total Other Expenses</b>	<b>\$87,546</b>	<b>\$1,019,017</b>	<b>9.00 %</b>
<b>NET OTHER INCOME</b>	<b>\$ (81,306)</b>	<b>\$42,965</b>	<b>(189.00 %)</b>
<b>NET INCOME</b>	<b>\$1,299,902</b>	<b>\$1</b>	<b>129,990,162.00 %</b>



## Black Forest Fire Rescue Protection District

Balance Sheet  
As of May 31, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1000 FNB - Operations Checking	2,704,869
1005 MMDA First National Bank	138,765
1010 FNB - Emergency Reserve	200,422
1015 FNB - Capital Improvement	94,691
1020 FNB - Tabor	178,001
1030 Deployment Ops	337,274
<b>Total Bank Accounts</b>	<b>\$3,654,022</b>
Other Current Assets	
1205 County Taxes Receivable	250,775
<b>Total Other Current Assets</b>	<b>\$250,775</b>
<b>Total Current Assets</b>	<b>\$3,904,798</b>
Fixed Assets	
2022 Pierce Enforcer 4395	631,554
<b>Total Fixed Assets</b>	<b>\$631,554</b>
<b>TOTAL ASSETS</b>	<b>\$4,536,352</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	21,466
<b>Total Accounts Payable</b>	<b>\$21,466</b>
Credit Cards	
2010 Divvy Payable	436
<b>Total Credit Cards</b>	<b>\$436</b>
<b>Total Current Liabilities</b>	<b>\$21,902</b>
Long-Term Liabilities	
FNB Loan (9674660)	325,838
<b>Total Long-Term Liabilities</b>	<b>\$325,838</b>
<b>Total Liabilities</b>	<b>\$347,740</b>
Equity	
3000 Beginning Fund Balance	2,677,307
Net Income	1,511,305
<b>Total Equity</b>	<b>\$4,188,612</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$4,536,352</b>

## **Department Report for June 2024**

### **DEPARTMENT SUMMARY**

BRIEF OVERVIEW of May 2024

Fire Calls	EMS Calls	Training Hours
5	81	2323.75
Significant Incidents, Events, & Projects		
Small structure fire with Monument		
Training Probationary Firefighters		
Preparing for placing Truck 731 into service		



**FINANCE & ADMINISTRATIVE**

Section Lead: Lisa Emry

**Accounts Receivable/Payable (Costs)**

Notable Revenues this month:

- Ambulance Revenue of \$4,528
- Total Tax Revenue of \$253,941

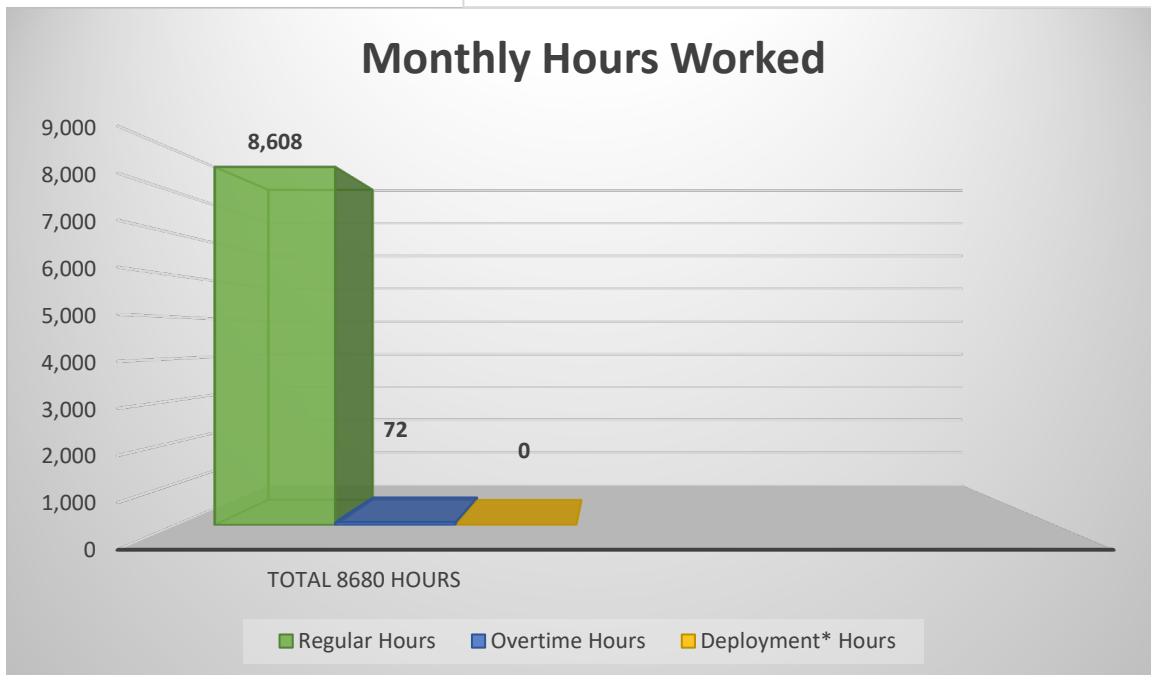
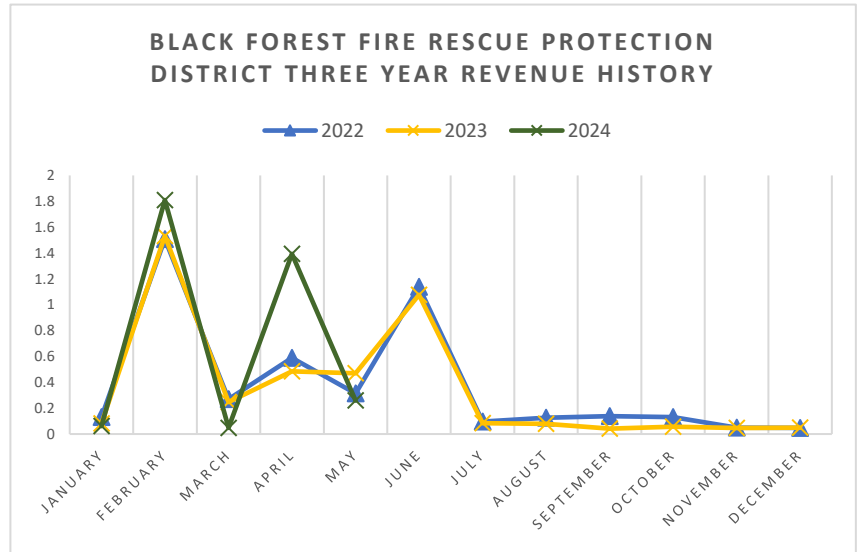
Notable Expenses this month:

- Audit Fee \$9,000

**Public Affairs/Community Engagement**

- Chief Langmaid was invited to speak to 2/4 General Support Aviation Battalion (GSAB).

**Time Reporting**



\* Denotes total deployment and deployment backfill hours

## LOGISTICS & PLANNING

Section Lead: Rachel Dunn

### **Asset Management/Maintenance Plan (AMMP)**

- Obtaining Quotes/Proposals for:
  - Station 1 Concrete
  - Station 1 Pavement Repairs/Maintenance

### **Asset Management Plan**

- Continued assessment of department assets

### **Information Technology (IT)**

- Microsoft license audit

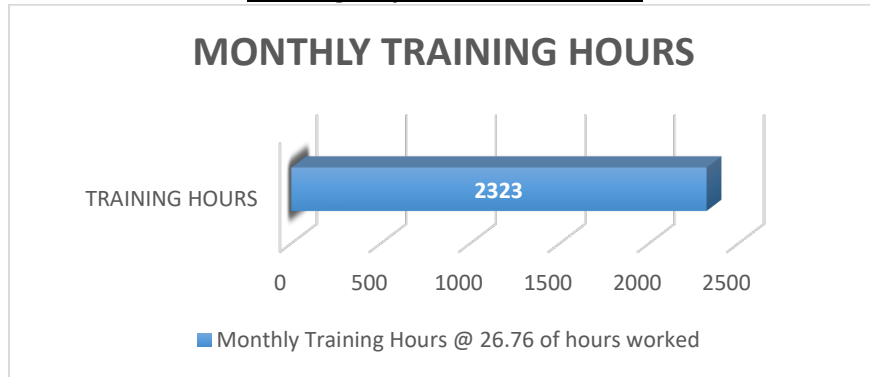
### **Fleet Management (E.V.T. Gavin Smith)**

- Routine Maintenance
- Parts and materials for Type 6 units are beginning to be delivered.

**OPERATIONS**

Section Lead: Deputy Chief Chris Piepenburg

**Training: Captain Michael Torres**



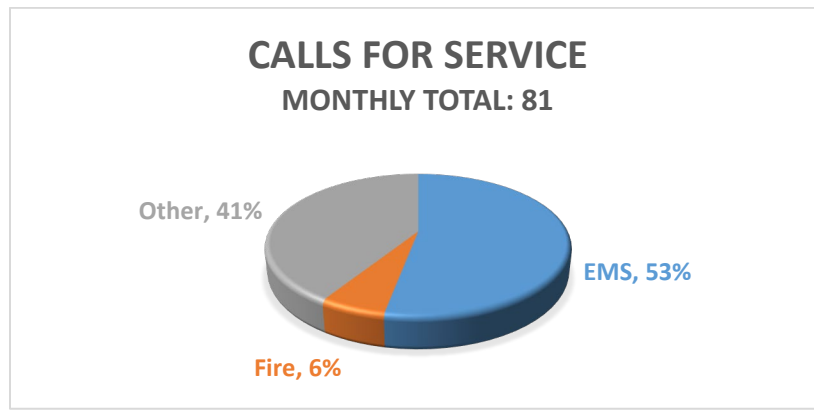
Summary of Significant Events:

- Continued EMS and Fire Training with MFD.

**Daily Operations**

Summary of Significant Events:

- Small structure fire with Monument Fire



**Community Risk Reduction**

**Inspections**

- EDARP @ 100% participation.
- Two members still in CSFD Plans Review Academy

**Fuels Management (Mitigation)**

- Daily fire danger determination continues, and adjustments of signs occurs daily.

**BFFRPD is out of FIRE RESTRICTIONS**

**COMMAND/STRATEGIC SUMMARY**

Fire Chief PJ Langmaid

Primary focus, and intent:

- Leadership development and alignment for entire organization.
- Development of management structure and processes to improve efficiency and succession planning.
- 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.

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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