

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 April 17, 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/C. Behnken

Directors absent: None

Also present: R. Dunn/L. Emry/D. Arkowski/fire department personnel/community members
Chief Langmaid was absent.

Roll Call: All directors were present.

Minutes A motion was made and seconded to approve the board meeting minutes for the March 20, 2024 regular board meeting; upon a vote the motion carried unanimously.

Financial Reports Treasurer Hinton reported that the district has total assets of \$3.9 million, which includes taxes receivable of \$442,000, and \$108,000 in deployment receivables. Budget expenses are at 24.8% 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-\$30,725, tax revenues-\$448,328.
- Monthly hours worked – 8,587.

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.
- Acquired a mechanic truck for \$2500 from Monument FPD using existing fleet budget.
- Tender will be in service in about a week.
- AFG grant was denied.
- Paramedic school state grant awarded.

Operations – Section Lead Deputy Chief Chris Piepenburg

- Training hours – 1569 hours last month.
- Fire Academy – progressing well toward May 3rd graduation.
- EMS and fire training with Monument FPD.
- Night training on fireground operations.
- Assisted Falcon FPD with wildland fire.
- Chief 700 assisted CSFD with a duplex fire.
- 71 calls last month.
- EDARP participation at 100%.
- 2 members in CSFD Plans Review Academy.

Old Business None.

New Business Chair Dowden thanked attendees at the April 13 work session – BFFRPD board members, Chief Langmaid, Rachel Dunn, and Reporter Natalie Barszcz of Our Community News. Some items covered in the work session included making revisions to the board by-laws as follows:

- Section 8. h. The chair is authorized to sign all checks, in addition to all other instruments for the district.
- Section 8. i. Delete the phrase “preside at meetings in the absence of the Chair” and preserve the remainder of this section.
- Section 8. k. Add a new sentence: “The vice-chair will preside at meetings in the absence of the chair.”
- Section 9. b. There “shall” be a permanent Budget Committee, and the chair may appoint an

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additional director to this committee, along with the treasurer and the manager or administrator. This committee will be responsible for drafting the annual budget.

- Section 9.h.1. Addition of "overall" before the word "budget" in line 1.
- Section 9.l.2. There shall be a permanent Audit Committee, and an additional director may be appointed by the chair to assist the treasurer on this committee.
- Section 10. The recording secretary shall keep the district seal.

A motion was made, seconded, and unanimously carried to approve the changes presented for the by-laws. A revised copy of the by-laws will be prepared for the directors.

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 attorneys. Their data base relies on updates in local legislation and case law. Board discussion ensued on the proposal language with questions concerning how much is "boiler plate" and what would be required to tailor the proposal to the needs of the Black Forest fire district. The costs of a Lexipol proposal plus additional fees for policy changes and attorney fees were discussed. It was suggested that it is unwise for BFFRPD staff to continue spending time on developing policies if Lexipol is to be engaged.

The need for direct information from a Lexipol representative resulted in an employee joining the meeting via Zoom. The Lexipol representative, Nicole, provided extensive information for the board meeting, and answered directors' questions concerning the Lexipol process and procedures, which services would be provided to the fire district, how required information and directives are updated, how costs may be prorated, and how training and interventions are provided. Some points are noted in the following content.

Nicole informed the board that lawyers on staff at Lexipol cover issues common to fire districts in Colorado and policies formulated would be consistent with Colorado Revised Statutes and Colorado labor law. The most restrictive policies will be reflected and well vetted. If there are changes in law and revisions needed, this will be handled by Lexipol, as part of the contract. Initially, Lexipol will help the fire district build the best product for their needs in compliance with industry standards. A district may receive guidance from their attorney, but Lexipol does not offer legal advice. On average, a district may change the Lexipol policy content by 15% to 20%. Revisions and updates are made on a quarterly basis. If a district needs a new policy, this would be addressed during the initial development of the district policy manual.

The initial payment for an annual policy is \$17,800, with a yearly renewal fee of \$10,800. The fees may be prorated. The full ten pages of table of contents are included in the fee.

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: Future planning for the fire district relies on identifying funding availability and growth. Emergency Services Consulting International (ESCI) and AP Triton are firms familiar with the data available in the Black Forest region, having done consulting work in the past for Palmer Lake FPD and Monument FPD. The directors discussed various aspects of gauging equipment lifespans and future needs and agreed to table this discussion.

Two policies – 400.11 and 600.1: – these policies were reviewed, with the board agreeing to table any discussion on them until the May meeting.

Selling Reserve Tender 2883: The board considered the selling of reserve tender 2883, a 1999 truck, purchased for \$150,000, which now has 14,351 miles on it. A fire apparatus reseller – Brenda Lee – has offered \$20,000 for this truck. The propane company that refills the district's tank has offered \$30,000 for the tender. They will return to the district the pump and body, which can then be sold elsewhere for an additional \$3,000 to \$5,000. The tank leaks and the truck is not used any longer, and a new tender is arriving soon. The proposal to sell the 1999 tender chassis to Rock Bottom Propane for \$30,000 was tabled.

Check signing authority: Ms. Dunn was asked to clarify which board directors have check signing authority at First National Bank. **A motion was made reaffirming that the only authorized signers for the Black Forest Fire/Rescue Protection District's bank shall be current board directors and the current fire chief; the motion was seconded and carried in a vote.**

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Ms. Lisa Emry is a newly hired administrative officer, and it is requested that she have the same banking authorities as Ms. Rachel Dunn. **A motion was made to allow Ms. Lisa Emry the same banking authorizations and limitations as Ms. Rachel Dunn, acting as a representative of the Black Forest Fire/Rescue Protection District, at the District's banking institution, First National Bank of Las Animas; motion seconded. Upon a vote the motion carried.**

Board Member Reports None.

Correspondence Thank you cards for mutual aid to a fire in the Armdale Heights duplex fire, and for the Boggsville Fire in Las Animas.

Public Comments None.

Future Meetings The next regular board meeting will be May 15, 2024, at 7:00 p.m.

Adjournment There being no further business, the board adjourned at 8:49 p.m.

Respectfully submitted,

Donna Arkowski
Recording Secretary