

BLACK FOREST FIRE RESCUE PROTECTION DISTRICT

Regular Board Meeting

April 16th, 2025 at 7 p.m.

LOCATION: Station 1 Community Room, 11445 Teachout Rd., Colorado Springs, CO 80908

VIRTUAL LOCATION: <https://www.bffire.org/event/board-of-directors-meeting-2/>

This meeting will be held via teleconferencing and can be joined through the directions below:

<https://us06web.zoom.us/j/89364052981?pwd=bJCkWzAPVHJu5dApB1bMDaQDWEna03.1>

Meeting ID: 893 6405 2981

Passcode: 345954

One Tap Mobile: +17193594580,,89364052981#,,,,*345954# US

+16699006833,,89364052981#,*345954# US (San Jose)

Board Members Present:

Nate Dowden, Chairman

Kiersten Tarvainen, Vice-Chairman

Jack Hinton, Treasurer

Jim Abendschan, Director

Chad Behnken, Director

NOTICE OF REGULAR MEETING AND AGENDA

1. Meeting called to order.
2. Roll Call.
3. Minutes approved – March 19th, 2025.
4. Executive Session - Pursuant to CRS Section 24-6-402(4)(e), C.R.S., for the purpose of determining position(s) relative to matters that may be subject to negotiations relating to Contracts for Services and the position of Fire Chief.
5. Financial report – Treasurer Jack Hinton.
6. Department report presented by Department Staff.
7. Old Business:

- Consideration of BFFRPD options regarding Alternative Service Delivery Models and Fire Chief.
 - Contract Update.
 - Wage and Leave Schedule- New Positions.
 - GPCPAS Contract \$35k.
 - EMS Billing- New Contract- Fielding Lucas.
 - Update on Colorado WUI Code Adoption.
 - EDARP.
 - New Type 6 Skid.
8. New Business:
- Financial Reporting - frequency and information required
 - ADA Website Compliance.
9. Board member reports on workshops/meetings attended.
10. Correspondence.
11. Public comments. Comments will be limited to 3 minutes per person.
12. Announcement of future meeting dates.
13. Adjournment

Subject: _____ Assignee:

Subject: _____ Assignee:

Subject: _____ Assignee:

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 19, 2025, 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. Hinton/J. Abendschan/C. Behnken (via Zoom)

Directors absent: None

Also present: Chief Rocco/Chief Bartlett/D. Petersen/R. Dunn/L. Emry/D. Arkowski/fire department personnel/community members

Roll Call: All directors were present.

Minutes A motion was made and seconded to approve the board meeting minutes for the February 19, 2025 regular board meeting; motion seconded; upon a vote, the motion carried unanimously.

Financial Reports The financial report was given by Treasurer Hinton. Current assets are \$4,969,010, with further information pending. Mr. Hinton noted that some financial information is not available and will be finalized at a later date. **A motion was made to approve the financial report as received; motion seconded; motion carried.**

Operations Report A written report was prepared and given to all directors. A copy is attached to the minutes.

Finance and Administrative – Section Lead Lisa Emry:

- Annual audit is in progress, due for completion in a month.
- Public Alliance has submitted a scope of work for the district's consideration. This proposal has been reviewed by Attorney Glesne, who found it in order.
- Notable revenues in the past month - \$1,881,388 in tax receipts.
- Notable expenses -- ESO renewal \$5,560, District Needs Analysis \$13,875, station beds \$5,780.
- Hours worked - 6,779 hours (45 hours OT, no deployments).

Logistics & Planning – Section Lead Rachel Dunn:

- An employee cost analysis for the first three months was conducted.
- Power Point report on consideration of possible move to join another fire department, specifically Monument FD, and attempting to match department configurations. Three job descriptions were created in anticipation of BFFD personnel moving to MFD with updated wage levels. See attached for more information.
- Discussion on multiple vehicles – their current conditions and maintenance requirements, progress on trucks in progress, availability of deployment vehicles, issues regarding lack of storage space for vehicles.
- Wildland update – three teams being organized, with 20 Supplementals in the program.
- SOCO – volunteer group has 50 members and supports wildland fire operations and training in Southern Colorado.
- Promotional exams being proposed.
- EMS billing report by FF Lucas noting that BFFD should be receiving more income in ambulance billing, and that he is working on improvements for this system.
- Board was queried on whether BFFD wishes to reinstitute a July 4 community picnic. Volunteers are required to prepare such an event. **A motion was made to hold a July 4 community picnic at the fire station grounds; motion seconded; motion carried unanimously.** Appointing a subcommittee of board members for this event was tabled.

Old Business

Discussion with Attorney Glesne via Zoom: Board questioned Ms. Glesne re legal requirements for use of impact fees and sales tax collection. An impact fee may not be assessed against a development that was approved and built before the fee was instituted. Collection of a sales tax does not need to be specifically earmarked and may be included in the general fund. Further discussion of these subjects was tabled.

Concerning the proposed agreement with Public Alliance, LLC, Ms. Glesne has reviewed the legal document and approves of its content. Discussion highlighted problems with current accounting firm, noting that books are not up to date. Ms. Lisa Emry will be the point of contact with Public Alliance. **A motion was made to approve the proposal presented by Public Alliance LLC on March 14, 2025, with the Independent Contactor Agreement included. Motion seconded. Motion carried unanimously.**

RECORD OF PROCEEDINGS

Lexipol Policy Binders: Pending.

New Business

Contract for Services The attorney has advised that the district may move forward concerning a sole source contract for services without an RFP. A needs analysis was completed by Chief Dan Petersen and there has been significant input. Chair Dowden, noting that he prefers that the district remain an independent entity, made the following statement: Based on information received in the recent "District Needs Analysis" report prepared by Chief Dan Petersen, and feedback and input from Community members and members of the BFFD, I move the following:

Motion:

- 1. Suspend Board Policy 600.02 and allow direct solicitation of potential proposals for Contracted Services to the Black Forest Fire/Rescue Protection District, for Command/Management services, to include training personnel, a division of the fire marshal, and human resources support. Such services shall exclude Line/Career Firefighters and Wildland Technician personnel.**
- 2. Informed by the general consensus of information received, the solicitation of services shall be "sole source" discussions with Monument Fire District.**
- 3. Initial services considered shall be for a period of not less than the remainder of the 2025 calendar year but not greater than calendar year 2026. Consideration shall be given to include annual renewal periods as mutually acceptable.**
- 4. Such discussions shall be conducted by a Committee of the Board comprised of the Chair and Vice-Chair of the Board with the ability to include an external entity, who is not a Director of the Board, having experience and expertise in such Contract Service models.**
- 5. The Committee shall provide a status report of interest to the Board of Directors no later than the Regular Board of Directors Meeting of April 16, 2025.**
- 6. The Committee may negotiate and tender proposed terms of an IGA for this purpose. However, any proposed contract will be brought to the full Board and must be voted upon in a public meeting with this topic on the agenda. Motion received a second. Discussion: Chief Petersen invited to participate in this matter – to be noted in a separate motion. Motion carried unanimously. Motion carried unanimously.**

A motion was made to retain Chief Dan Petersen as an external member of the Contract for Services Committee and as an extension of our current contract agreement; motion seconded; motion carried unanimously.

Air Packs Captain Alvarado addressed matter of compatibility of 19 air packs recently purchased. Wants 3 more air packs from Scott, to serve as backup equipment, at a cost of about \$20,000. **Motion made to approve purchase of three Scott air packs at a cost of up to \$26,000; motion seconded; motion carried unanimously.**

Public Comment Ms. Linda Smith expressed gratitude that the July 4 picnic will be held this year.

Future Meetings The next regular board meeting will be April 16, 2025, at 7:00 p.m.

Adjournment There being no further business, **upon a motion, second, and vote, the board adjourned at 9:07 p.m.**

Respectfully submitted,

Donna Arkowski
Recording Secretary



Black Forest Fire Rescue Protection District

Balance Sheet
As of March 31, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 FNB - Operations Checking (4599)	2,283,379
1005 MMDA First National Bank (4598)	139,948
1010 FNB - Emergency Reserve (5557)	201,869
1015 FNB - Capital Improvement (5559)	95,375
1020 FNB - Tabor (5558)	179,286
1030 Deployment Ops (0450)	307,836
Total Bank Accounts	\$3,207,694
Accounts Receivable	
1200 Accounts Receivable	11,512
Total Accounts Receivable	\$11,512
Other Current Assets	
1204 Property Taxes Receivable	4,969,010
1205 County Taxes Receivable	363,844
Total Other Current Assets	\$5,332,854
Total Current Assets	\$8,552,059
TOTAL ASSETS	\$8,552,059
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	41,647
Total Accounts Payable	\$41,647
Credit Cards	
2010 Divvy Payable	(3,836)
Total Credit Cards	\$ (3,836)
Other Current Liabilities	
2030 Pension Payable-Employee	(79,707)
2045 Deferred Compensation (457)	583
2055 Federal Tax Payable-Employee	(35,465)
2056 Accrued Wages	2,053
2081 SITW Payable	(7,730)
2091 Deferred Property Taxes	4,969,010
Payroll Liabilities	
Federal Taxes (941/944)	(3,445)
Total Payroll Liabilities	(3,445)
Total Other Current Liabilities	\$4,845,300
Total Current Liabilities	\$4,883,110

	TOTAL
Total Liabilities	\$4,883,110
Equity	
3000 Beginning Fund Balance	2,423,524
3001 Tabor Reserve	164,000
Net Income	1,081,426
Total Equity	\$3,668,949
TOTAL LIABILITIES AND EQUITY	\$8,552,059

Black Forest Fire/Rescue Protection District
Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L
January - March, 2025

	Total		% of
	Actual	Budget	Budget
Income			
100 Operating Revenues	53,679	19,000	282.52%
200 Non-Operating Revenues	2,365,938	5,509,920	42.94%
Total Income	\$ 2,419,618	\$ 5,528,920	43.76%
Gross Profit	\$ 2,419,618	\$ 5,528,920	43.76%
Expenses			
300 General Finance Branch	90,118	344,578	26.15%
320 Administrative Branch	4,148	16,338	25.39%
340 Total Compensation Branch	593,382	3,543,606	16.75%
342 Benefits	123,095	891,745	13.80%
400 General Logistics Branch	8,709	34,360	25.35%
420 Information Technology Branch	14,246	45,824	31.09%
440 Communications Branch	4,445	56,043	7.93%
460 Fleet Services Branch	47,945	111,166	43.13%
480 Facilities Branch	108,836	89,917	121.04%
490 Personal Protective Equipment (PPE) Branch	215,307	78,826	273.14%
500 Operations Branch	48,963	68,884	71.08%
520 Training Branch	13,079	41,000	31.90%
600 General Planning Branch	0	200,000	0.00%
620 Community Risk Branch	0	2,253	0.00%
640 Investigations & Inspections Branch	0	1,777	0.00%
660 Documentation Unit	5,721	24,652	23.21%
680 Capital Procurement Branch	0	449,716	0.00%
700 Command Sections	30,768	41,927	73.38%
Uncategorized Expense	116	0	
Total Expenses	\$ 1,308,878	\$ 6,042,612	21.66%
Net Operating Income	\$ 1,110,740	\$ (513,692)	-216.23%
Other Income			
104 Deployments	0	950,000	0.00%
Total Other Income	\$ -	\$ 950,000	0.00%
Other Expenses			
800 Deployment Program	29,314	857,606	3.42%
Total Other Expenses	\$ 29,314	\$ 857,606	3.42%
Net Other Income	\$ (29,314)	\$ 92,394	-31.73%
Net Income	\$ 1,081,426	\$ (421,298)	-256.69%

Department Report for March 2025

Department Summary and Overview of March 2025

Fire Calls: 3

EMS Calls: 46

Other Calls: 50

Total Calls: 99

Training Hours: 645.5 hours

Significant Incidents, Events, or Projects

- Crews assisted on multiple car accidents within the district over snowy weather conditions.
- Further training was conducted with all crews on the acquired structure we received in February.
- BFFRPD was able to assist the U.S. Fire Service with over 700 pile burns in the Silver Trident area of Woodland Park.
- BFFRPD was able to assist on a large grass fire with multiple fire agencies in El Paso County around Meridian and Drennan Rd.
- BFFRPD was able to assist in rescuing a cat from a tree for a very happy family.
- Cub Scouts were able visit station 1, tour, and learn all about the fire service alongside our firefighters.
- Our wildland crew was deployed to The Big Ridge fire in Georgia but came back early due to vehicle malfunction.

Finance and Administrative

Section Lead: Lisa Emry

Accounts Receivable/Payable (Costs):

Notable Revenues this month:

- Ambulance Revenue \$N/A
- Total Tax Revenue of \$368,824.03

Notable Expenses this month:

- Tender Repair \$19,600
- Bay Door Replacement \$59,760.00
- Hose Replacement x3 \$15,460.95

Time Reporting:

Monthly Hours Worked

- Total Hours- 7003.25
- Regular Hours-6703.25
- Overtime Hours-80
- Deployment Hours-
 - * Denotes total deployment and deployment backfill hours

Logistics and Planning

Section Lead: Rachel Dunn

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

- Tender repair
- Brush Truck repair
- Command staff - bumper

Facilities

- Station 1 – Installation of refillable water fountains continues
- Station 1 – Bay door payment, first installation

Deployment

- Crew was sent to Tiger Fire in Georgia. Unfortunately, with incoming rains, the crew was turned around enroute.

Operations

Section Lead:

Training:

Training Hours Total: 645.5 hours

Daily Operations

Summary of Significant Events:

- Crews assisted on multiple car accidents within the district over snowy weather conditions.
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Community Risk Reduction

- Nothing to report.

Inspections

- EDARP update to be given by Chief Bartlett.

Fuels Management (Mitigation)

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

BFFRPD is out of FIRE RESTRICTIONS**Command and Strategic Summary**

- Nothing to report

APPENDIX A

OLD BUSINESS DOCUMENTS

APPENDIX B

NEW BUSINESS DOCUMENTS
