

Regular Board Meeting
June 18th, 2025 at 7 p.m.

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

<https://us06web.zoom.us/j/83620132260?pwd=Xz5SRmZlQ3tW84tO0WH0RLkFQwEdFx.1>

Passcode: 843533

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Kiersten Tarvainen, Chairman
Jim Abendschan, Vice-Chairman
Open, Treasurer
Nate Dowden, Director
John Tarvainen, Director

1. Meeting called to order.
2. Roll Call.
3. Minutes approved – May 21st, 2025.
4. DEO Update - Board of Directors open position
5. Department report presented by Department Staff.
6. Old Business: EMS contract update, update on Fire Chief hiring
7. New Business: Station 2 Septic Tank replacement.
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. Adjournment

Subject: _____ Assignee: _____



Black Forest Fire Rescue Protection District

Balance Sheet
As of May 31, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 FNB - Operations Checking (4599)	2,583,066
1005 MMDA First National Bank (4598)	140,187
1010 FNB - Emergency Reserve (5557)	201,869
1015 FNB - Capital Improvement (5559)	95,375
1020 FNB - Tabor (5558)	179,286
1030 Deployment Ops (0450)	299,136
Total Bank Accounts	\$3,498,919
Accounts Receivable	
1200 Accounts Receivable	11,512
Total Accounts Receivable	\$11,512
Other Current Assets	
1204 Property Taxes Receivable	4,895,523
1205 County Taxes Receivable	193,706
Total Other Current Assets	\$5,089,229
Total Current Assets	\$8,599,659
TOTAL ASSETS	\$8,599,659
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	(26,960)
Total Accounts Payable	\$ (26,960)
Credit Cards	
2010 Divvy Payable	1,821
Total Credit Cards	\$1,821
Other Current Liabilities	
2030 Pension Payable-Employee	23,982
2091 Deferred Property Taxes	4,895,523
Payroll Liabilities	
CO Unemployment Tax	731
Total Payroll Liabilities	731
Total Other Current Liabilities	\$4,920,235
Total Current Liabilities	\$4,895,096
Total Liabilities	\$4,895,096
Equity	
3000 Beginning Fund Balance	2,381,651
3001 Tabor Reserve	164,000

Tuesday, June 17, 2025 10:51 AM GMT-06:00

1/2

	TOTAL
Net Income	1,158,912
Total Equity	\$3,704,563
TOTAL LIABILITIES AND EQUITY	\$8,599,659

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

	Total		% of
	Actual	Budget	Budget
Income			
100 Operating Revenues	123,044	969,000	12.70%
200 Non-Operating Revenues	3,312,339	5,509,920	60.12%
Total Income	\$ 3,435,383	\$ 6,478,920	53.02%
Gross Profit	\$ 3,435,383	\$ 6,478,920	53.02%
Expenses			
300 General Finance Branch	241,243	344,578	70.01%
320 Administrative Branch	9,654	16,338	59.09%
340 Total Compensation Branch	1,260,077	3,543,606	35.56%
342 Benefits	307,361	891,745	34.47%
400 General Logistics Branch	7,396	34,360	21.53%
420 Information Technology Branch	18,335	45,824	40.01%
440 Communications Branch	7,724	56,043	13.78%
460 Fleet Services Branch	70,365	111,166	63.30%
480 Facilities Branch	64,330	89,917	71.54%
490 Personal Protective Equipment (PPE) Branch	28,696	78,826	36.40%
500 Operations Branch	91,768	68,884	133.22%
520 Training Branch	17,884	41,000	43.62%
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	5,825	24,652	23.63%
680 Capital Procurement Branch	59,760	449,716	13.29%
700 Command Sections	63,232	41,927	150.81%
Total Expenses	\$ 2,253,647	\$ 6,042,612	37.30%
Net Operating Income	\$ 1,181,736	\$ 436,308	270.85%
Other Expenses			
800 Deployment Program	200,059	857,606	23.33%
Total Other Expenses	\$ 200,059	\$ 857,606	23.33%
Net Other Income	\$ (200,059)	\$ (857,606)	23.33%
Net Income	\$ 981,677	\$ (421,298)	-233.01%

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 May 21, 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

Directors absent: None

Also present: J. Tarvainen/Chief Rocco/Chief Bartlett/R. Dunn/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 April 16, 2025 regular board meeting; motion seconded; the motion carried unanimously.

Election Report The Designated Election Official, Rachel Dunn, reported the election results, noting there were three vacancies to be filled: Kiersten Tarvainen – 74 votes; John Tarvainen – 71 votes; Nate Dowden – 55 votes; Tad McClurg - 50 votes; Thomas Garmon - 47 votes; Michael Callies - 23 votes. All election reports have been completed and submitted to State officials, and the survey of returns has been completed. Mr. Dowden thanked Director Chad Behnken, who did not run for reelection, for his years of service to the board of directors and wished him well in future endeavors.

The newly elected directors – Kiersten Tarvainen, John Tarvainen, and Nathan Dowden - were sworn in as members of the board of directors by Board Secretary Donna Arkowski. Each new director read the oath of office, verbally inserting their name in the reading of the oath, and signing and dating the oath form. The oath forms were certified with the notary seal of Donna Arkowski.

The next order of business was the election of board officers. Nate Dowden nominated Kiersten Tarvainen to be the chair of the board. Ms. Tarvainen accepted the nomination. There were no other nominations for chair, and by voice vote, Ms. Tarvainen was elected chair.

Ms. Tarvainen nominated Jim Abendschan to be vice-chair. Mr. Abendschan accepted the nomination. There were no other nominations for vice-chair, and by voice vote, Mr. Abendschan was elected vice-chair.

Treasurer Jack Hinton addressed the room, announcing his resignation from his board position, effective immediately. He noted his nine years of service on the board, thanking the community for the opportunity to provide this service. He wished the fire district well as they move forward with a new board of directors and the hiring of a new fire chief. Before

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leaving, he reported that the district has \$3.207 million in cash assets and has expended 34.7% of budgeted expenses to date, which is under budget. He was praised and thanked for his many years of service. The bank will be notified of this change.

Returning to the election of board officers, there were no nominations for treasurer. This nomination will be tabled and addressed again at a future meeting. The directors were advised that the vacancy created by the resignation of Mr. Hinton must be filled by the board. The board may consider possible nominees from the candidates who were not elected in the May 6, 2025 election, or from other individuals living in Black Forest. The state statute is silent on the specific process to be utilized.

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

Finance and Administrative – Section Lead Lisa Emry given by Rachel Dunn:

- Notable revenues in the past month - \$866,284 in tax receipts.
- Notable expenses – engine repair \$10,457; SCBA \$26,744; high flow jet fans \$8,844.
- Hours worked – 7,152 (45 hours OT, deployments 54 hours).

Logistics & Planning – Section Lead Rachel Dunn:

- Cost savings on payroll year to date are \$424,060, including cost of interim fire chiefs and savings due to several positions not being hired or filled.
- Brush 744 – in service; Brush 742 in service – repaired high pressure oil system; Becker sold for \$1,500; Brush 745 en route to Heiman in early June for build out work.
- Station 1 –two refillable water stations installation complete.
- Bay doors were delivered and installation is underway.
- Tender was deployed to Jenkins Creek fire in Minnesota.
- Type 6 will be assisting with Pike National Forest pile burns on May 23rd.

Chief Rocco Operations Report

- 2 fire calls, 50 EMS calls, 37 other, 901.16 training hours.
- BFFD crew members attended training with Underground Engine Co. focused on fireground priorities.
- Assisted Falcon FD with car accident.
- BFFD firefighter Trevor Holiday awarded designation of Fire Officer on April 7.
- Assisted in community outreach including Easter egg hunt, STEAM day at Wolford Elementary, and a cat rescue.
- BFFD crew taught S-130/190 wildland course to Huerfano FPD in Gardner, CO.

Chief Bartlett Report

- A request has been made to Flying Horse North to install a cistern water system as required.

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- Re the Black Forest Festival, on August 9th, the organizing committee has requested using the heli-pad at the station for a helicopter landing and demonstration. To allow this usage, some props that were built for fire training will need to be de-constructed. The training area there also has some hazardous and potentially harmful elements on the ground. Chief Bartlett asked if an alternative site could be used. The Festival committee also asked if the fire department parking lot could be used for a classic car show. Other possible sites will be reviewed. Ms. Dunn will determine how many cars would be included in the car show, and it will be determined if that event would hinder response by the fire department. Another site will be needed for the helicopter activity.

Old Business

Update on Lexipol: All policies involved are being studied for a planned merger of the policies.

EMS billing contract: The proposed contract is being reviewed by the attorneys and when their review is completed, the information will be forwarded to the board members.

Accounting contract: After completion of the 2024 audit, the cross over from the old accounting firm to the new will be finalized. This is expected to happen in the next month.

New Business

Status of the IAFF Local: This matter will be tabled pending further review by legal and the status of the board of directors' members.

Chief selection process: Directors Tarvainen and Dowden have been working with Chief Petersen on reviewing the 26 applications received to date. The closing for applications is May 23rd. Concerning key competencies to be considered, Ms. Dunn will provide the Korn Ferry improvement guide to all board members for guidance in the selection process. The initial screening process will begin at the end of May. The anticipated timeline is for the board to determine who will comprise the selection panel and to have a finalist by mid-July.

Board member report: Chair Tarvainen attended the Fire Academy graduation, at which BFFD was thanked for their support.

Correspondence: Thank-you letter from School in the Woods students thanking the crew for visiting. Also, a letter from the SO to Chief Bartlett thanking BFFD for fire response assistance.

Public Comment: Acting Lt. Holiday, IAFF union member, reported on department activity and level of personnel, citing gaps in staffing.

Ms. Smith asked if the board would be specifically searching for a treasurer to fill the vacancy on the board. This will be determined, and an interested party may or may not fill the treasurer role. In the interim, all questions related to finances will be handled by the

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chair.

Future Meetings The next regular board meeting will be June 18, 2025, at 7:00 p.m.

Adjournment There being no further business, **upon a motion, second, and vote, the board adjourned at 7:48 p.m.**

Respectfully submitted,

Donna Arkowski
Recording Secretary

Finance and Administrative

Section Lead: Lisa Emry

Accounts Receivable/Payable (Costs):

Notable Revenues this month:

- Ambulance Revenue \$12,599.67
- Total Tax Revenue of \$195,770.89

Notable Expenses this month:

- 2nd installment for water filling stations work \$2,500
- Turnout gear \$11,700
- Engine repairs on 742 Tender \$3,892.89

Time Reporting:

Monthly Hours Worked

- Total Hours- 6403
 - Regular Hours- 5888
 - Overtime Hours-331
 - Deployment Hours-184
- * Denotes total deployment and deployment backfill hours

Logistics and Planning

Section Lead: Rachel Dunn

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

- Brush 745 will be in route to Heiman in early June for build out
- Sold wildland tank and pump for \$750.
- Sold deputy chief's rig for \$500.

Facilities

- Station 1 – Bay doors arrived, began installation in early May and completed in early June.

Deployment

- Single resource deployment to California with SOCO
- Assist Pike National Forest with prescribed burn

Operations

Section Lead:

Department Summary and Overview of May 2025

Fire Calls: 3

EMS Calls: 57

Other Calls: 29

Total Calls: 89

Training Hours: 699.24

Training:

Training Hours Total: 699.24

Daily Operations

Summary of Significant Events:

- BFFRPD crew members responded with Falcon Fire Department to a serious car accident involving Flight for Life off Moss Rock Road.
- Crews members from BFFRPD, Monument Fire Protection District, and Falcon Fire Department attended a rare live fire training course conducted by Black Hills Energy.
- BFFRPD crew members took part in hands-on sawyer skills by cutting down trees in need of felling.
- BFFRPD crews aided Monument Fire Protection District, Falcon Fire Department, Cimarron Hills Fire Department, and Peyton Fire Protection District with a barn fire on Herring Rd.
- A BFFRPD crew member was deployed to Twin Harbors, Minnesota in conjunction with Cimarron Hills Fire Department to help combat the Jenkins Creek Fire. Another BFFRPD crew member was later deployed with the Hanover Fire Department and Cimarron Hills Fire Department to the Oak Creek area of Southern California to aid in the initial attack of the fire there.
- BFFRPD crew members traveled to California to participate in a Certified Ceremonial Guardsman training where they received their Provisional Basic, Basic, or Senior Ceremonial Guardsman certifications.
- BFFRPD crew members aided the U.S. Forest Service with the prescribed burn in Rainbow Gulch of the Pikes Peak National Forest.

- Falcon Fire Department started their training academy and were able to utilize BFFRPD's training grounds.

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
