

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 August 26, 2026, conducted fully posted for public notice.

Roll Call

Directors present: K. Tarvainen, J. Abendschan, J. Eddy, T. Joyce.

Directors absent: J. Tarvainen was absent and was excused by motion. A quorum was declared.

Also present: R. Dunn, L. Emry, T. Cerrone, D. Rocco via zoom/fire department personnel/community members

Recognition and Promotion Ceremony

The Board recognized and administered the oath of office for a newly promoted Paramedic Melissa Hoffman. The Board recognized and administered the oath of office for a newly promoted Driver Engineer Dylan Svoboda.

Volunteer Recognition

The Board recognized volunteer EMS providers Kayris Baguette and Jasmine Diaz for their service to the District and community. Kayris has served since August 2023 and contributed 1,268 hours. Jasmine has served since July 2022 and contributed 1,875 hours. Both have also served as members of the Black Forest Fire Rescue Honor Guard.

Agenda Approval

A motion was made and seconded to approve the agenda as presented. The motion carried unanimously.

Audit Presentation

Chris Banta of Holting & Company, Inc. presented the District's annual audit. The District received an unmodified opinion, described as a clean opinion, consistent with the prior year. The Board discussed the use of impact fee revenue, long-range planning information contained in the audit, property tax revenue, and the District's long-term financial outlook. The auditor advised that the current fund balance provides a healthy position, while continued reductions in revenue over the long term would require attention to revenues, grants, and/or expenditures.

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

Notable revenues included ambulance revenue of \$21,427, total tax revenue of \$92,954, and interest earned of \$13,258.

Notable expenses included a new Chief's vehicle for \$22,041, firefighting tools and equipment purchased from MES totaling \$13,653, and repairs and updates to a new T-Seray totaling \$2,920.

Hours worked totaled 8,077, including 6,940 regular hours, 729 overtime hours, and 418 deployment hours.

Staff clarified that the MES purchase primarily consisted of wildland tools and related equipment, including wrenches, connections, hose, adapters, and other equipment needed to fully outfit the wildland apparatus.

Logistics and Planning – Section Lead Rachel Dunn

Wildland deployments included a Type 3 engine assignment with two Black Forest firefighters and one SOCO firefighter to the Willow Fire. A brush truck assignment to the Pocket Fire with one Black Forest firefighter, and two SOCO firefighters. Virtual Logistics assignment for the Gold Fire.

Community risk reduction staff met with residents on Howells Road for a mitigation discussion. The meeting generated positive feedback and additional requests from other HOAs for similar discussions.

A Pine Needle Day is scheduled for September 12 from 8:00 a.m. to 1:00 p.m. The District was awarded a Ready, Set, Go grant and has begun establishing a mitigation tool cache for community use.

ASIP training is scheduled for November 11 and 12, with a CWRC training day on November 13. Aaron Johnson is scheduled to instruct the CWRC day. The course will be provided at no cost, with discussion regarding meal arrangements for instructors and attendees.

Operations Report

The District reported 18 fire-related calls, 75 EMS calls, and 21 other calls, for a total of 114 calls. Training totaled 442 hours.

S5 Engineering, a local engineering firm, awarded the District an annual grant to review roof and snow-shed conditions at Stations 1 and 2 and the barn. Engineering, materials, and installation are being provided at no cost to the District. Work at Station 1 has been completed, with Station 2 and the barn to follow.

Approximately 40 water systems have been inventoried. One system is currently out of service and repairs are being coordinated with the HOA and a contractor. Signage and lighting are also being added. The inventory is intended to support a countywide water-supply GIS system.

The District continues development of its water regulation and coordination with county agencies regarding regional building, impact fees, permits, and water-supply information. Staff reported that the system remains in development and an additional update is expected at the next meeting.

Chief Cerrone – Operations Report

Chief Cerrone reported on ongoing operational activities, including apparatus readiness, training, and department operations. The Board also discussed the continued development of the District's water-supply and impact-fee tracking processes.

Chief Rocco – Updates from the Chief's Office

Chief Rocco provided an update on the new engine. Board members completed the required paperwork, payment was received, and arrangements were made for pickup on Friday. The apparatus will be evaluated further before a decision is made regarding its long-term status. Chief Rocco reported that legal counsel has advised that pursuing a sales tax measure in the spring may be preferable. The Board discussed the timing of a possible election and the need to evaluate next year's budget and prioritize critical needs. No formal action was taken on a sales tax measure.

The Board discussed future capital needs, including cardiac monitors, cots, PPE, SCBA, staffing, and the possibility of major apparatus replacement or repair costs.

Old Business

Sick Leave and Vacation Carryover – Chief Rocco clarified that a prior discussion and vote regarding carryover hours had been based on an incorrect number.

The Board requested additional information regarding current employee balances and the financial implications before making any changes. Staff will prepare a packet for the Board, and any policy change will be coordinated with the wage and leave schedule.

New Business

Employee Group – No report was provided.

Donation – The Board discussed a prior \$7,000 donation from Our Lady of the [organization name as reflected in the discussion], which had been designated for truck tools and equipment. Staff will research the donation and provide an update regarding its use.

Office Staffing – The Board discussed whether temporary administrative assistance may be needed during periods of increased workload. Staff reported that additional internal redundancy is being developed among Lisa Emry, Rachel Dunn, and Marina, with Marina

assisting with financial, impact-fee, and CWRC-related work. The Board agreed to continue evaluating workload and internal capacity before pursuing temporary staffing.

Wildland Program Revenue – The Board discussed the net financial return of the wildland deployment program and the importance of tracking revenue and expenses, including apparatus repairs and equipment replacement. Historical net results discussed were discussed.

The Board discussed maintaining the wildland fleet and ensuring apparatus and equipment are properly inventoried, repaired, and equipped before deployment.

Board Member Reports

Board members discussed a potential affordable-housing opportunity for firefighters and other first responders. The concept involves development on state-owned land and would be subject to state approval, development requirements, eligibility criteria, and other conditions. The Board discussed the potential for workforce housing and the possibility of providing information to employees if the project advances.

Board members also discussed the ongoing development of countywide GIS layers for water supplies, critical infrastructure, mitigation projects, and other information useful to both fire marshals and incident commanders.

Correspondence

The Board received a letter from the Black Forest Arts and Crafts Guild regarding the transfer of ownership of a speaker system and party-pack system to Black Forest Fire Rescue for \$0.00. The Board expressed appreciation to the Guild and to Linda S. Smith for the donation and continued support.

Public Comment

Public comment included a question regarding the status of an impact-fee matter. Staff advised that additional information was being awaited and that legal counsel was handling the matter.

Discussion also occurred regarding a proposed affordable-housing project for first responders. The project was described as contingent upon state-owned land being made available and would involve additional development and eligibility requirements.

Future Meetings

The next regular board meeting will be held on September 23, 2026, at 5:30 p.m.

Adjournment

With no further business, upon a motion, second, and unanimous vote, the board adjourned at approximately 7:19 p.m.

Respectfully submitted,
Rachel Dunn
Administrative Officer