

**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

**MEETING AGENDA**

**Meeting Date/Time: January 17<sup>th</sup>, 2024, 7:00 PM**

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

**VIRTUAL LOCATION: <https://us06web.zoom.us/>**

1. Meeting called to order.
2. Roll Call.
3. Minutes approved – December 28<sup>th</sup>, 2023, regular meeting.
4. Financial report – Treasurer Jack Hinton
5. Department report presented by Department Staff.
6. Old Business:      Financial Management Plan
7. New Business:    2024 Fee Schedule  
                                 2024 Board Meeting Schedule
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, per State Statute 24-6-402(4)(e), CRS, determining positions relative to matters that may be subject to negotiations
13. Adjournment.

Action Items:

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

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

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



BLACK FOREST FIRE RESCUE  
PROTECTION DISTRICT  
MONTHLY REPORT

BFFRPD BOARD OF DIRECTORS & STAFF

FEBRUARY 21<sup>ST</sup>, 2024

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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

**MEETING AGENDA  
BLACK FOREST FIRE/RESCUE PROTECTION DISTRICT REGULAR BOARD MEETING  
2/21/24**

**LOCATION: Station 1 Community Room, 11445 Teachout Rd., Colorado Springs, CO 80908 @ 7:00 pm**  
**VIRTUAL LOCATION: <https://us06web.zoom.us/>**

1. Meeting called to order.
2. Roll Call.
3. Minutes approved – January 17, 2024, regular meeting.
4. Financial report – Treasurer Jack Hinton
5. Department report presented by Department Staff.
6. Old Business: Proposed Policies  
Tender Payment
7. New Business: Inclusion
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, per State Statute 24-6-402(4)(f), CRS, pertaining to Employee Matters, related to establishing goals/expectations and setting review of Fire Chief.
13. Adjournment.

Action Items:

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

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

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



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**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 January 17, 2024, 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/J. Abendschan/J. Hinton/C. Behnken  
 Directors absent: K. Tarvainen  
 Also present: PJ Langmaid/C. Piepenburg via Zoom/R. Dunn/D. Arkowski/fire department personnel/community members

**Roll Call:** Director Tarvainen was absent; a motion was made and seconded to excuse Ms. Tarvainen's absence; motion carried unanimously.

**Minutes** A motion was made and seconded to approve the board meeting minutes for the December 28, 2023 regular board meeting; upon a vote the motion carried unanimously.

**Financial Reports** Treasurer Hinton reported that the district has total assets of \$1.79 million as of December 31, 2023, and \$3.016 million in total assets. Budgeted spending is currently at 96.51% for budget year 2023. All finances are in good order. Investing in certificates of deposit is on hold pending when tax revenues will begin being paid. 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 – Admin. Officer Rachel Dunn:**

- Notable revenues last month were ambulance receipts-\$18,100, tax revenues-\$29,987, with no property taxes received.
- Notable expenditures – nothing to report.
- Class B uniforms received.
- Monthly hours worked – 7815, with 2 hours overtime.

**Logistics**

- Nothing new to report.

**Ground Support**

- Routine maintenance.
- Gavin Smith inspected tender and found some issues, which are being addressed.

**Operations**

- Training hours – 1321 – most on training grounds and academy.
- VES training with MFD and FPD.
- Ice rescue training.
- Koda responded on two calls for missing persons.

**Old Business**

**Financial Management Plan** Concerning Policy 804, Financial Management, the board was presented with a motion to amend the Policy as follows: **A motion was made and seconded to strike the first sentence of Policy 804 as written – "The District's Board of Directors primary role is the financial oversight of the Black Forest Fire Rescue Protection District"; Discussion: It was stated that the first sentence of Policy 804 is in conflict with the board's bylaws and State Statutes which state that the board's role is oversight of the entire district and all its operations. Chief Langmaid stated that he provided the board with a list of all policies that the board controls and believed all operations of the district were included in the list. Upon a vote the motion was carried unanimously.**

Further to the matter of District Policies, **A motion was made to direct Chief Langmaid to provide each board member with a complete compilation of all district policies and financial policies by the next board meeting, and to make available in Station 1 a complete book of district policies and financial policies, to be accessible by any board member at**

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**RECORD OF PROCEEDINGS**


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any time; motion was seconded; upon a vote, the motion was carried unanimously.

**In an additional motion, Chief Langmaid was directed to create a new policy that after each election and the swearing in of newly elected directors, new directors will receive a copy of all district policies and board bylaws; motion was seconded; upon a vote the motion carried unanimously.**

In discussion of categories in financial policies, Chief Langmaid advised that the majority have been completed and noted that the proposed policy numbers align with budget numbers, which facilitates cross referencing financial matters. The chief also asked for clarification of the long-range plan, which has seven categories, and includes capital and people. Does the board want two separate long-range plans? It was determined the long-range plan should be comprehensive and include capital and people.

Discussed possibly scheduling an annual work session to address policies and determine which are working well or need to be changed. A tentative date for the work session was set for April 6 or 13. In the interim, the chief will have prepared for the board by the next board meeting, on February 21, information concerning the highlighted policy numbers on the list provided. In addition, the meeting discussion will cover financials, policies in general, and long-range and asset management planning. It was noted that in the Appendices, those most needed for review are Apparatus Replacement Plan and Long-Range Plan. There is no Service Agreement Plan for the Black Forest Fire/Rescue Protection District because the district was formed in 1967, before there was a requirement for service agreement plans. The incorporation document for the BFFRPD, created in October 1967, provides the information that would be included in a service agreement plan and is filed with the district court and with the Division of Local Government. It was noted that many of the policies included in the comprehensive list do not exist at this time and are included to determine necessity. For example, Policy 504.04, Canine Operations, was included to provide guidance on how a K9 member would be handled if public members were in the station.

**New Business**

**Fee Schedule** The 2024 Fee Schedule is mostly unchanged except for Subdivision Plan Reviews which includes a PE rate and administrative fee. Re questions of how Monument handles plan reviews, they have a fire marshal who signs off on some items. Discussion ensued re how other special districts are handling plan reviews and necessity for a professional engineer. Developers have PEs who sign off on subdivision plans to certify they are in compliance with the land use code. A fire district can indicate agreement with the plan, but BFFRPD does not have the technical competency to approve plans. **Motion made and seconded to amend the 2024 Fee Schedule by striking the fee proposed for Subdivision Plan Reviews and replace it with "To Be Determined"; motion carried unanimously.**

**Board Meeting Schedule for 2024:** A motion was made and seconded regarding board meeting dates for 2024: **All regular board meetings will be held on the third Wednesday of every month except for December when the meeting date will be December 11<sup>th</sup>. Motion carried unanimously.**

**Board Member Reports** None.

**Correspondence** None.

**Future Meetings** A work session may be scheduled for April 6 or 13, 9:00 am to 4:00 pm TBD. The next regular meeting will be February 21, 2024.

**Executive Session** A motion was made and seconded to adjourn into executive session, per State Statute 24-6-402(4)(e), CRS, determining positions relative to matters that may be subject to negotiations; the motion passed unanimously. The board adjourned into executive session at 8:00 p.m.

The board reconvened in open session at 8:31 p.m. and announced they did not deviate from their intended purpose for the executive session.

**Adjournment** There being no further business, the board adjourned at 8:32 p.m.

Respectfully submitted,

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**RECORD OF PROCEEDINGS**


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Donna Arkowski  
Recording Secretary



## Black Forest Fire Rescue Protection District

Balance Sheet  
As of January 31, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1000 FNB - Operations Checking	589,430
1005 MMDA First National Bank	138,297
1010 FNB - Emergency Reserve	238,038
1015 FNB - Capital Improvement	441,071
1020 FNB - Tabor	138,147
1030 Deployment Ops	235,240
<b>Total Bank Accounts</b>	<b>\$1,780,222</b>
Accounts Receivable	
1200 Accounts Receivable	196,857
<b>Total Accounts Receivable</b>	<b>\$196,857</b>
Other Current Assets	
1205 County Taxes Receivable	53,726
<b>Total Other Current Assets</b>	<b>\$53,726</b>
<b>Total Current Assets</b>	<b>\$2,030,805</b>
Fixed Assets	
2022 Pierce Enforcer 4395	631,554
<b>Total Fixed Assets</b>	<b>\$631,554</b>
<b>TOTAL ASSETS</b>	<b>\$2,662,359</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	22,412
<b>Total Accounts Payable</b>	<b>\$22,412</b>
Credit Cards	
2010 Divvy Payable	532
<b>Total Credit Cards</b>	<b>\$532</b>
Other Current Liabilities	
2030 Pension Payable-Employee	(19)
2045 Deferred Compensation (457)	(8)
<b>Total Other Current Liabilities</b>	<b>\$ (27)</b>
<b>Total Current Liabilities</b>	<b>\$22,917</b>
<b>TOTAL LIABILITIES</b>	
Long-Term Liabilities	
FNB Loan (9674660)	325,838
<b>Total Long-Term Liabilities</b>	<b>\$325,838</b>
<b>Total Liabilities</b>	<b>\$348,755</b>
Equity	
3000 Beginning Fund Balance	2,658,650
Net Income	(345,046)
<b>Total Equity</b>	<b>\$2,313,604</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$2,662,359</b>

**Black Forest Fire/Rescue Protection District**  
**Budget vs. Actuals**  
 January 2024

	Actual	Total Budget	% of Budget
<b>Income</b>			
100 Operating Revenues	7,788	195,000	3.99%
200 Non-Operating Revenues	54,053	5,772,111	0.94%
<b>Total Income</b>	<b>\$ 61,838</b>	<b>\$ 5,967,111</b>	<b>1.04%</b>
<b>Gross Profit</b>	<b>\$ 61,838</b>	<b>\$ 5,967,111</b>	<b>1.04%</b>
<b>Expenses</b>			
300 General Finance Branch	118,861	283,174	41.90%
320 Administrative Branch	925	32,164	2.88%
340 Total Compensation Branch	206,593	3,367,444	6.14%
342 Benefits	58,231	798,152	7.31%
400 General Logistics Branch	1,408	28,898	4.87%
420 Information Technology Branch	3,562	43,873	8.12%
440 Communications Branch	315	54,449	0.58%
460 Fleet Services Branch	2,913	117,195	2.49%
480 Facilities Branch	10,199	130,541	7.81%
490 Personal Protective Equipment (PPE) Branch	3,767	93,813	4.02%
500 Operations Branch	6,543	102,458	6.39%
520 Training Branch	6,000	79,550	7.54%
600 General Planning Branch	0	49,106	0.00%
620 Community Risk Branch	0	550	0.00%
640 Investigations & Inspections Branch	0	1,777	0.00%
660 Documentation Unit	(4,151)	20,735	-20.02%
680 Capital Procurement Branch	(18,992)	708,593	-2.88%
700 Command Sections	450	99,605	0.45%
<b>Total Expenses</b>	<b>\$ 396,423</b>	<b>\$ 6,010,075</b>	<b>6.60%</b>
<b>Net Operating Income</b>	<b>\$ (334,585)</b>	<b>\$ (42,964)</b>	<b>778.76%</b>
<b>Other Income</b>			
104 Deployments	0	1,061,982	0.00%
<b>Total Other Income</b>	<b>\$ -</b>	<b>\$ 1,061,982</b>	<b>0.00%</b>
<b>Other Expenses</b>			
800 Deployment Program	10,461	1,019,017	1.03%
<b>Total Other Expenses</b>	<b>\$ 10,461</b>	<b>\$ 1,019,017</b>	<b>1.03%</b>
<b>Net Other Income</b>	<b>\$ (10,461)</b>	<b>\$ 42,965</b>	<b>-24.35%</b>
<b>Net Income</b>	<b>\$ (345,046)</b>	<b>\$ 1</b>	<b>-34504558.00%</b>

# Department Report for January 2024

BRIEF OVERVIEW of January 2024

## DEPARTMENT SUMMARY

Fire Calls	EMS Calls	Training Hours
7	47	1,401.5
Significant Incidents, Events, & Projects		
<p>2 Working Fires – One with MFD and one in district</p> <p>Fire Academy began January 15<sup>th</sup> with 10 members from MFD, 5 from BFFR and 1 Pikes Peak student.</p>		

We continue to make efforts in attending and meeting with:

- North El Paso County Fire Chief’s
- Pikes Peak Fire Chief’s Council
- Pikes Peak Wildfire Preparedness Group
- Board of County Commissioners (BoCC)
- 9-1-1 Authority
- El Paso County Planning Commission
- El Paso County Land Use
- Pikes Peak Radio Communications Network
- Pikes Peak Area Council of Governments
- Colorado State Fire Chief’s
- Mtn. View Electric
- Cherokee Metropolitan District
- Pikes Peak Regional Office of Emergency Management (PPROEM)

**FINANCE & ADMINISTRATIVE SECTION**

Administrative Officer Rachel Dunn

**Cost Unit**

Notable Revenues this month:

- Ambulance Revenue of \$7785.60
- Total Tax Revenue of \$53,935.96

Notable Expenses this month:

- Workers Compensation

**Procurement Unit**

- Restock uniform items.

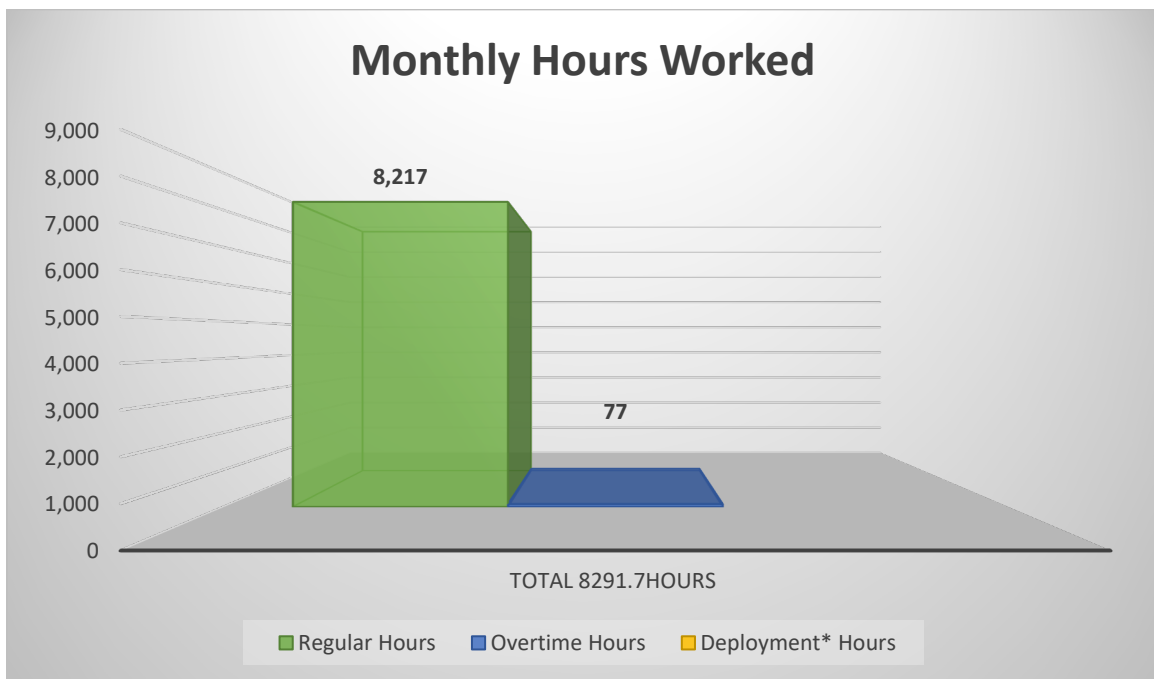
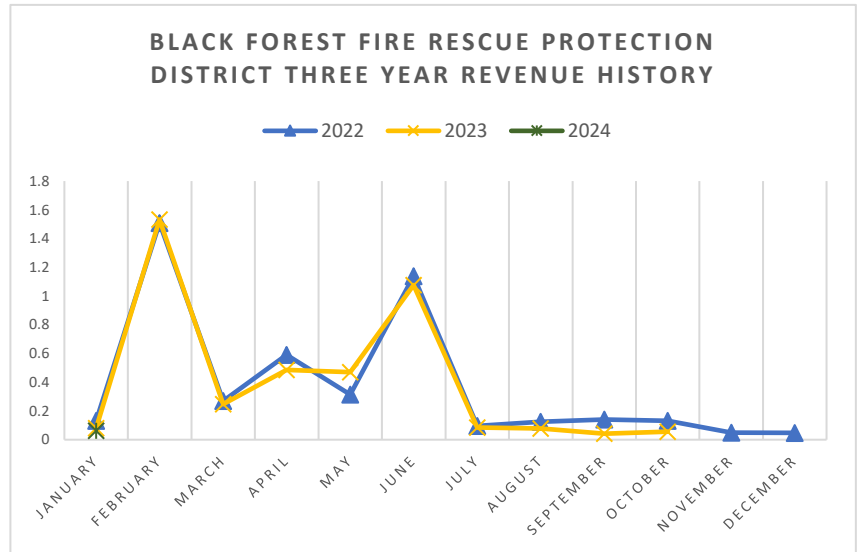
**Public Affairs (PIO) Unit**

- Nothing new to report

**Compensation & Claims Unit**

- Nothing new to report

**Time Unit**



\* Denotes total deployment and deployment backfill hours

## LOGISTICS SECTION

Administrative Officer Rachel Dunn

### IT Unit

- ADA accessibility widget for website

### Supply Unit

- Joint Academy supplies

### Member Wellness Unit

- Nothing new to report.

### Communications Unit (Lt. Jones)

- Radios were reprogrammed to accommodate new communications plan.

### Ground Support (Fleet) Unit (E.V.T. Gavin Smith)

- Routine Maintenance
- 1 cab chassis in process of being painted.
- Gavin to Florida for Tender Final.

### Facilities Unit

Firehouse 1:

- Finished Training room for the Academy to begin January 15<sup>th</sup>.

Firehouse 2:

- Nothing new to report.

Training Complex:

- Nothing new to report.

### Resources Unit

- The Director of Public Relations submitted two weeks' notice due to a position offered to her elsewhere.
- Onboarded 6 new employees.

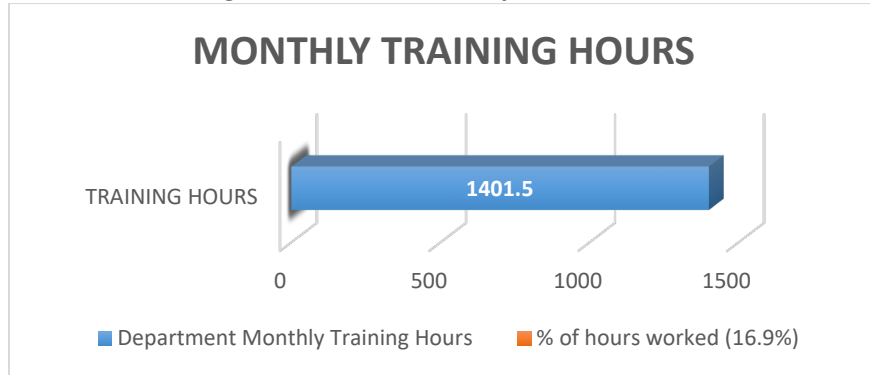
### Documentation Unit

- Nothing new to report.

**OPERATIONS SECTION**

Deputy Chief Chris Piepenburg

**Training Branch – Director: Captain Michael Torres**



**Training Branch**

Summary of Significant Events:

- Fire Academy began January 15th with 10 members from MFD, 5 from BFFR and 1 Pikes Peak student.
- Crews spent the month on required EMS and HR computer-based training.
- Medical Burn protocols training at MFD.

**Deployment Branch**

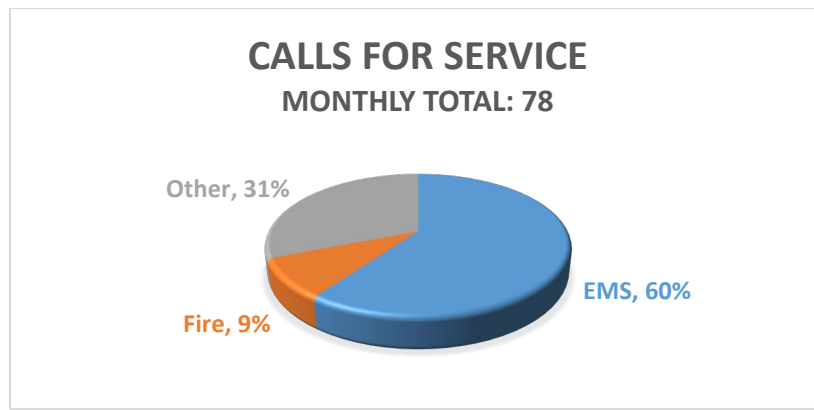
Summary of Significant Events:

- Nothing new to report.

**Daily Operations Branch**

Summary of Significant Events:

- 2 Working Fires – One with MFD and one in district.





**Community Risk Branch**

**Inspections Unit**

- Extensive review of 2023 plan reviews.

**Investigations Unit**

- Nothing new to report

**Fuels Management (Mitigation) Unit**

- Nothing new to report.

**BFFRPD is out of FIRE RESTRICTIONS**

## COMMAND/STRATEGIC SUMMARY

Fire Chief PJ Langmaid

Fire Chief's primary focus, and intent continues to be:

- Leadership development and alignment for entire Officer Corps and other interested staff.
- 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.
- Research and development to increase capacities and capabilities for community services delivery.

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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BLACK FOREST FIRE RESCUE  
PROTECTION DISTRICT  
MONTHLY REPORT

BFFRPD BOARD OF DIRECTORS & STAFF

MARCH 20<sup>TH</sup>, 2024

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**BLACK FOREST FIRE RESCUE PROTECTION DISTRICT  
BOARD OF DIRECTORS**  
11445 Black Forest Road  
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(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**  
**3/20/24**

**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 – February 21st, 2024, regular meeting.
4. Financial report – Treasurer Jack Hinton
5. Department report presented by Department Staff.
6. Old Business: Review and potential adoption of the five proposed Financial Polices.
7. New Business: Review of MOU with PPSC regarding Joint Fire Academy.
8. New Business: Set date and time for Spring 2024 BFFRP Board of Directors Work Session.
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.

Action Items:

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

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

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**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 February 21, 2024, 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. Abendschan/J. Hinton

Directors absent: C. Behnken

Also present: PJ Langmaid/C. Piepenburg via Zoom/R. Dunn/D. Arkowski/fire department personnel/community members/Attorney Linda Glesne

**Roll Call:** Director Behnken was absent; **a motion was made and seconded to excuse Mr. Behnken's absence; motion carried unanimously.**

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

**Financial Reports** Treasurer Hinton reported that the district has total assets of \$1.78 million, and \$2.66 million in total assets. All finances are in good order. **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 – Admin. Officer Rachel Dunn:

- Notable revenues last month were ambulance receipts-\$7,785, tax revenues-\$53,936.
- Notable expenditures – Workers Compensation.
- Restocked uniform items.
- Monthly hours worked – 8291.7.

Logistics

- ADA accessibility widget for website.
- Joint Academy supplies.
- Radios reprogrammed to accommodate new comm plan.

Ground Support

- Routine maintenance.
- A cab chassis being painted.
- Gavin traveled to FL for Tender final inspection – a few items were noted. A \$3,000 change fee due to extra painting required. Tender is in Colorado and will be paid for on delivery.

Facilities Unit

- Finished training room.

Resources Unit

- Brooke left 2/14/24 for new job.
- Onboarded 6 new employees.

Operations

- Training hours – 1400 hours in January.
- Fire Academy began January 15<sup>th</sup>, 10 members from MFD, 5 from BFFR, 1 PPSC student.
- Crews worked on required EMS and HR computer-based training and medical burn training.
- Two working fires – one in Monument and one in BFFRPD.

An agreement between BFFRPD and Pikes Peak State College covering the fire academy training will be made available as soon as Attorney Glesne completes work on it.

Chief Langmaid addressed an extensive review that he prepared of 2023 Planning Department reviews, with copies sent to board members and invited questions.

He also brought up the matter of best practices for budget control, noting ambiguity regarding



## RECORD OF PROCEEDINGS

spending authority. Historically, if an expenditure is included in the budget, staff has authority to proceed. If not included in the budget, staff must seek approval. He cited the tender payment as an example, an item that was budgeted as a cash purchase, but now has some question about final disposition; i.e., will it be paid in cash, or will a short-term loan be required? This discussion segued into policies and procedures differentiation and authority for these divisions. Chief Langmaid recommended that any policy making authority be stripped from the department and that all authority be given to the board, with clarification on authority for developing procedures. A work session will be scheduled to investigate these matters and devise a workable system.

Chief Langmaid distributed the 2023 Annual Report and 5-Year Review to the board. The chief reviewed goals that were detailed in the 5-Year Review, illustrating successful accomplishment of the goals.

**Old Business** All board personnel were given large 3-ring binders that contain district policies – with approvals pending -- and documents pertinent to the administration of district business and operations.

Treasurer Hinton referred to proposed policies in the binder, noting specific language in some and his recommendations on some financial policies and questioned process surrounding others. Attorney Glesne has reviewed all proposed policies. In reviewing the proposed policies, the directors expressed concerns that there may be ambiguities between policies and questions of content versus intent. It was suggested that adoption of the policies be tabled pending more clarity, further review by Attorney Glesne, and a work session to intensively analyze the documents. The chief will electronically send copies of the five policies under consideration to all board members and Attorney Glesne. It was also proposed that some policies be sent to the auditor for clarification of items identified as capital expenditures.

Directors were asked to review a suggested new policy – Policy 11, New Director Onboarding – which directs that when a new director is sworn in they will receive the 3-ring binder plus other pertinent documents. **Upon a motion and a second, the board approved adoption of Policy 11, New Director Onboarding, as written; motion carried unanimously.**

**Payment of Tender** The amount due for the truck, including the change fee, is \$349,849.50. An additional charge of \$1,600 for interest was added by Front Range Apparatus, which was not included in the original contract, and the board objected to this charge. **A motion was made to approve payment of the tender vehicle for \$349,849.50, to include the change fee but not including any interest charge, with the funds being drawn from the capital improvement fund; the motion was seconded; after a brief discussion on the logistics of paying for the vehicle, a vote was taken, and the motion carried unanimously.**

**New Business** An inclusion of property was presented to the board for approval. **Upon a motion and second, the board approved Resolution 2024-01, for the inclusion of property owned by Leslie and Katrinda Johnson, at 5221 Roundup Ridge, 80908, into the Black Forest Fire/Rescue Protection District; a vote was taken and the motion was approved unanimously.**

**Board Member Reports** None.

**Correspondence** None.

**Public Comments** Ms. Smith questioned future plans for equipment acquisitions and was informed that the long-range planning that is in place will address smaller vehicles.

**Future Meetings** The next regular meeting will be March 20, 2024.

**Executive Session** **A motion was made and seconded to adjourn into executive session, per State Statute 24-6-402(4)(f), CRS, pertaining to employee matters, related to establishing goals/expectations and setting review of Fire Chief; the motion passed unanimously at 8:40 p.m.** Chief Langmaid requested that the executive session be held in public, in an open session, which is permitted by the statutes. The chief expressed the desire to have the discussion concerning his performance be held in public. The chair accepted this request and **made a motion for a 10-minute adjournment, motion seconded, a vote was taken and the motion carried unanimously.** The board adjourned for a 10-minute break at 8:40 p.m. The board reconvened in open session at 8:49 p.m. with Attorney Glesne joining the meeting via Zoom.

## RECORD OF PROCEEDINGS

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Chair Dowden spoke, noting that PJ Langmaid has been the chief of the department since June of 2020, and questioned whether the board has been clear on their expectations with respect to his performance. Mr. Dowden stated he has not been clear and direct regarding expectations, and wishes to provide clarity and boundaries for rules of engagement and performance to promote the chief's ability to succeed. An annual evaluation of the chief has not been provided previously by the board, but this will be done in the future. The goal for this segment of the board meeting is to clarify which subjects do or do not require board consultation before the chief proceeds with actions. Some examples given were staffing agreements with other departments, development of a fire academy, or the presentation of outside communications to the board.

Additionally, the board's responsibility to the district extends beyond financial oversight and includes objectives such as whether the board wants the department to be an elite force or to focus on a capable force that performs well. Expressing concern about the designation of an elite force, Mr. Dowden stated each firefighter is highly qualified and experienced and, based on the definition of the word elite, questioned whether the BFFD firefighters are more elite than the City FD? The word elite was questioned as possible hyperbole.

Discussion continued and related information concerning items contained in a budget book prepared in October 2023, the ability of the BFFD to respond to Land Use property notifications, interactions of the Land Use Committee and the HBA, and emails to and from Chief Langmaid. Director Abendschan objected to the conversation, stating that he was uncomfortable with the tone of the discussion, and was unaware of the specifics of the discussion and did not have copies of documents that were being referenced. Assistant Chair Tarvainen stated that she also did not have the referenced documents and was unaware of what the board was attempting to accomplish in this discussion. Attorney Glesne reminded all that the agenda had noticed an executive session and its subject matter, and that Chief Langmaid had allowed for the discussion to be held in open session. She advised that if some directors are unprepared for or uncomfortable with tonight's discussion that it could be continued at a future meeting. **A motion was made and seconded to suspend the discussion concerning goals, expectations, and a review for Chief Langmaid to a future meeting date; upon a vote the motion carried unanimously.** Chief Langmaid was asked to verify that the email system is working properly concerning communications with board members.

**Adjournment** There being no further business, the board adjourned at 9:27 p.m.

Respectfully submitted,

Donna Arkowski  
Recording Secretary

**Black Forest Fire Rescue Protection District**  
**Balance Sheet**  
 As of February 29, 2024

	Total
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
1000 FNB - Operations Checking	359,206
1005 MMDA First National Bank	138,409
1010 FNB - Emergency Reserve	238,038
1015 FNB - Capital Improvement	94,161
1020 FNB - Tabor	138,147
1030 Deployment Ops	235,240
<b>Total Bank Accounts</b>	<b>\$ 1,203,200</b>
<b>Accounts Receivable</b>	
1200 Accounts Receivable	80,128
<b>Total Accounts Receivable</b>	<b>\$ 80,128</b>
<b>Other Current Assets</b>	
1205 County Taxes Receivable	1,773,316
<b>Total Other Current Assets</b>	<b>\$ 1,773,316</b>
<b>Total Current Assets</b>	<b>\$ 3,056,644</b>
<b>Fixed Assets</b>	
2022 Pierce Enforcer 4395	631,554
<b>Total Fixed Assets</b>	<b>\$ 631,554</b>
<b>TOTAL ASSETS</b>	<b>\$ 3,688,198</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 Accounts Payable	3,015
<b>Total Accounts Payable</b>	<b>\$ 3,015</b>
<b>Credit Cards</b>	
2010 Divvy Payable	758
<b>Total Credit Cards</b>	<b>\$ 758</b>
<b>Other Current Liabilities</b>	
2030 Pension Payable-Employee	(7)
2045 Deferred Compensation (457)	(8)
2055 Federal Tax Payable-Employee	3
2080 SITW Payable	1
<b>Total Other Current Liabilities</b>	<b>\$ (10)</b>
<b>Total Current Liabilities</b>	<b>\$ 3,762</b>
<b>Long-Term Liabilities</b>	
FNB Loan (9674660)	325,838
<b>Total Long-Term Liabilities</b>	<b>\$ 325,838</b>
<b>Total Liabilities</b>	<b>\$ 329,601</b>
<b>Equity</b>	
3000 Beginning Fund Balance	2,614,457
Net Income	744,140
<b>Total Equity</b>	<b>\$ 3,358,597</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 3,688,198</b>

**Black Forest Fire/Rescue Protection District**  
**Budget vs. Actuals**  
 January - February, 2024

	Total		
	Actual	Budget	% of Budget
<b>Income</b>			
100 Operating Revenues	17,488	195,000	8.97%
200 Non-Operating Revenues	1,853,924	5,772,111	32.12%
<b>Total Income</b>	<b>\$ 1,871,411</b>	<b>\$ 5,967,111</b>	<b>31.36%</b>
<b>Gross Profit</b>	<b>\$ 1,871,411</b>	<b>\$ 5,967,111</b>	<b>31.36%</b>
<b>Expenses</b>			
300 General Finance Branch	147,746	283,174	52.17%
320 Administrative Branch	1,782	32,164	5.54%
340 Total Compensation Branch	437,792	3,367,444	13.00%
342 Benefits	122,810	796,152	15.43%
400 General Logistics Branch	1,269	28,896	4.39%
420 Information Technology Branch	9,359	43,873	21.33%
440 Communications Branch	1,271	54,449	2.33%
460 Fleet Services Branch	9,294	117,195	7.93%
480 Facilities Branch	16,218	130,541	12.42%
490 Personal Protective Equipment (PPE) Branch	4,378	93,813	4.67%
500 Operations Branch	9,359	102,458	9.13%
520 Training Branch	9,729	79,550	12.23%
600 General Planning Branch	0	49,106	0.00%
620 Community Risk Branch	0	550	0.00%
640 Investigations & Inspections Branch	0	1,777	0.00%
660 Documentation Unit	1,409	20,735	6.79%
680 Capital Procurement Branch	330,858	708,593	46.60%
700 Command Sections	1,537	99,605	1.54%
<b>Total Expenses</b>	<b>\$ 1,104,810</b>	<b>\$ 6,010,075</b>	<b>18.38%</b>
<b>Net Operating Income</b>	<b>\$ 766,602</b>	<b>\$ (42,964)</b>	<b>-1784.29%</b>
<b>Other Income</b>			
104 Deployments	0	1,061,982	0.00%
<b>Total Other Income</b>	<b>\$ -</b>	<b>\$ 1,061,982</b>	<b>0.00%</b>
<b>Other Expenses</b>			
800 Deployment Program	22,462	1,019,017	2.20%
<b>Total Other Expenses</b>	<b>\$ 22,462</b>	<b>\$ 1,019,017</b>	<b>2.20%</b>
<b>Net Other Income</b>	<b>\$ (22,462)</b>	<b>\$ 42,965</b>	<b>-52.28%</b>
<b>Net Income</b>	<b>\$ 744,140</b>	<b>\$ 1</b>	<b>74413987.00%</b>

## Department Report for March 2024

### DEPARTMENT SUMMARY

BRIEF OVERVIEW of October 2023

Fire Calls	EMS Calls	Training Hours
4	43	1,358.5
Significant Incidents, Events, & Projects		
Chief 701 and Brush 741 operated for two 12-hour operational periods on a wildland fire at United States Air Force Academy (USAFA).		

BFFRPD appears to have reached full capacity considering budget estimations and configuration of facilities. This provides staff the opportunity to focus on solidifying processes, structure, procedures, asset management, and long-range planning. Therefore, staff has re-organized to emphasize the roles, responsibilities, and accountability for each Section, Branch, Division, Group, Unit, and Team. The monthly department report reflects these changes providing simple, clear, and concise information regarding projects and data, while eliminating areas that have “nothing to report”.

The re-organization timing was predicated on the leadership teams desire to begin developing more detailed long-range plans, detailed asset management plans, and the departure of the Director of Public Relations. The departure of our Director of Public Relations allowed for us to bring on a very experienced paralegal from the District Attorney’s office. Ms. Lisa Emry was with the District Attorney’s office for ten plus years and brings with her tremendous administrative and organizing experience. This allows for her to now assume the section lead for finance and administration. This change now allows for Ms. Dunn to focus on her real passion of logistics and planning. Ms. Dunn’s wildland background has been and continues to be in Logistics and she has now assumed the responsibilities of being the section lead for asset management plans, long-range planning, and the daily logistics of the District.

**FINANCE & ADMINISTRATIVE**

Section Lead: Lisa Emry

**Accounts Receivable/Payable (Costs)**

Notable Revenues this month:

- Ambulance Revenue of \$9702
- Total Tax Revenue of \$1,799,871

Notable Expenses this month:

- ESO reporting renewal.
  - \$5,560

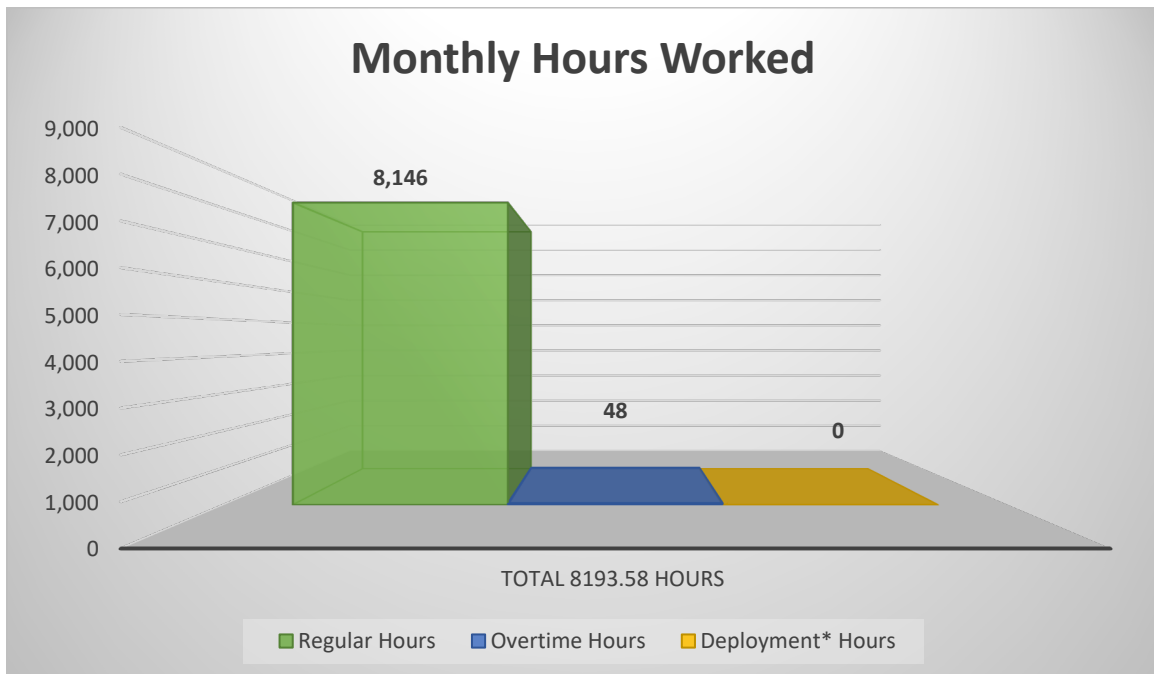
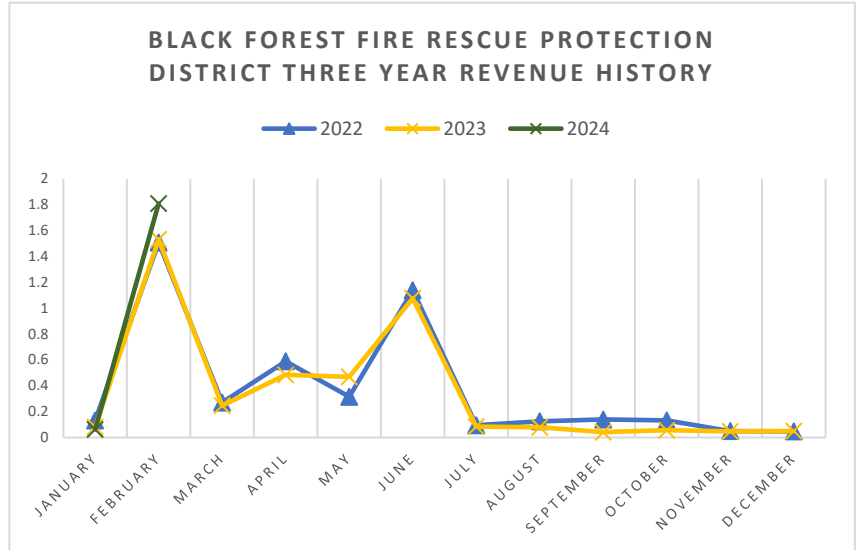
**Documentation**

- Legal reviewing Policy Proposals and PPSC MOU.
- Policy Management Proposal submitted to BFFRPD by Lexipol for consideration.

**Public Affairs/Community Engagement**

- A-shift met with Boy Scouts

**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
  - Station 1 PPE Room Remodel
    - Extractor(s) (Specialized washing machines)
    - Drying Rack
    - Gross Decontamination
    - UV Protection
    - Storage
  - Station 1 SCBA Air Compressor options
  - Station 1 Overhead door upgrades/replacements
  - Station 2 Concrete repairs
  - Station 2 Pavement Repairs/Maintenance
  - Training Facility Pavement

### Long-Range Plan (LRP)

- Identified consultants to obtain proposals for development of long-range plans.
  - Consultants are being contacted in March for proposals to provide BFFRPD with a detailed unbiased perspective of needs and possible courses of action for District.

### Information Technology (IT)

- Routine computer upgrade.

### Procurement

- Tender Delivery. (Paid in full without interest per Board direction.)

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

- Routine Maintenance
- Tender Commissioning

### Facilities

Training Complex:

- Grading and drainage mitigation to alleviate mud issues.

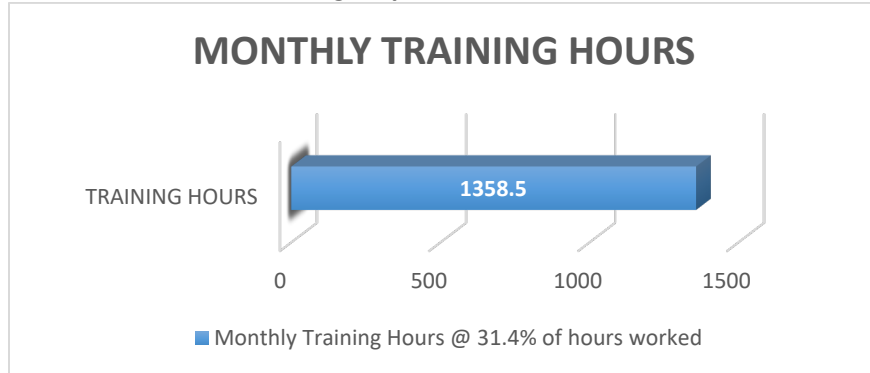
### Grants

- Assistance to Firefighters Grant (AFG) submitted for increasing SCBA units.
- SAFER (staffing) narratives and data being researched for Board consideration as part of long-range plan.
  - This grant should be reviewed by Board of Directors due to amounts of monies involved and commitments required.
- State Grant submitted for wildland skid units for brush trucks.
- State Grant submitted for Paramedic school.
- Career Advanced Colorado grant submitted for recruits at PPSC.

## OPERATIONS

Section Lead: Deputy Chief Chris Piepenburg

### Training: Captain Michael Torres



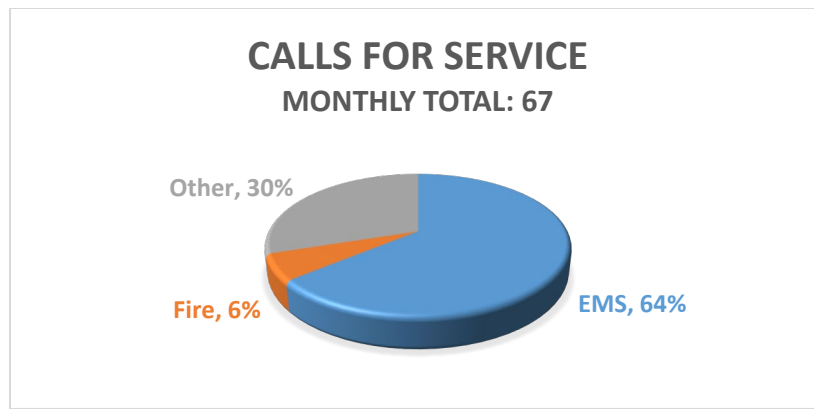
**Summary of Significant Events:**

- Crews spent the month on required EMS and HR computer-based training.
- Academy update:
  - Pikes Peak State College has over \$82,000 invested in the academy in on-site capital and consumables. This does not include the labor costs of instructor cadre.
  - Monument Fire Protection District has over \$136,000 invested in the academy in on-site capital and consumables. This does not include labor costs for instructor cadre.
  - BFFRPD has approximately \$5,000 invested in the academy. However, we have provided the existing facilities. This does not include labor costs for instructor cadre.
  - Falcon FPD donated the use of a \$75,000 training prop for the academy, and they do not have any recruits in the academy.

### Daily Operations

**Summary of Significant Events:**

- Chief 701 and Brush 741 operated for two 12-hour operational periods on a wildland fire at USAFA.





**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.
- New signs are being sent from vendor due to poor quality control of originals.

**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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BLACK FOREST FIRE RESCUE  
PROTECTION DISTRICT  
MONTHLY REPORT

BFFRPD BOARD OF DIRECTORS & STAFF  
APRIL 17<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**  
**04/17/24**

**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 – March 20th, 2024, regular meeting.
4. Financial report – Treasurer Jack Hinton
5. Department report presented by Department Staff.
6. Old Business: None
7. New Business:
  - By-Laws:
    - i. Review/revisions to Section 8.i, 8.k;
    - ii. Review/revisions to Section 9.b, 9.h.1, 9.L.2;
    - iii. Review/revisions to Section 10.
  - Discussion of Lexipol proposal.
  - Long-range Planning - discuss options including Consultants (e.g. ESCI and AP Triton).
  - Review of Proposed Policy 400.11 "ASSET MANAGEMENT/MAINTENANCE PLAN".
  - Review of Proposed Policy 600.01 "LONG-RANGE PLANNING".
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.

Action Items:

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

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 March 20, 2024, 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. Abendschan/J. Hinton

Directors absent: C. Behnken

Also present: PJ Langmaid/C. Piepenburg/R. Dunn/L. Emry/D. Arkowski/fire department  
personnel/community members

**Roll Call:** Director Behnken was absent; a motion was made and seconded to excuse Mr. Behnken's absence; motion carried unanimously.

**Minutes** A motion was made and seconded to approve the board meeting minutes for the February 21, 2024 regular board meeting; upon a vote the motion carried unanimously.

**Financial Reports** Treasurer Hinton reported that the district has total assets of \$3.688 million. The new truck was paid for, as reflected in the Budget Report. An error in the Net Income % of Budget will be adjusted by the accountant. A motion was made and seconded to approve the financial reports with a correction to the calculated budget vs. actual net income figure; 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-\$9,702, tax revenues-\$1,799,871.
- Notable expenditures – ESO renewal.
- A Shift met with the Boy Scouts.
- Monthly hours worked – 8,193.
- Legal review of policy proposals and PPSC MOU.
- Proposal submitted by Lexipol for policy management matters.

#### Logistics & Planning – Section Lead Rachel Dunn:

- Asset Management - Quotes requested for concrete work, pavement repair, PPE room remodel, et al.
- Long-range planning – identifying consultants for proposals for possible District actions.
- Information Technology - Routine computer upgrade.
- Procurement - Tender was delivered and paid in full without added interest.
- Fleet Management – Routine maintenance.
- Facilities – Training complex grading and drainage mitigation.
- Grants - AFG and SAFER grants being researched for future purchases and consideration; state grants for specific work.

Short discussion on the need for consultants for District operations, noting such items are not in the current budget but may be considered for future budgets. Such an exercise also points out items that may be known to the District leadership, but could benefit from outside expertise.

#### Operations – Section Lead Deputy Chief Chris Piepenburg

- Training hours – 1358 hours in February.
- Fire Academy – PPSC invested \$82,000 in on-site capital and consumables (items such as fuel, paper products, saws, PT equipment, etc., all itemized on a spreadsheet which will be shared with Chair Dowden); Monument FPD has \$136,000 invested in on-site capital (existing equipment such as an air compressor trailer, bunker gear) and consumables; BFFRPD has \$5,000 invested in Academy and provides existing facilities; Falcon FPD donated use of \$75,000 forcible entry training prop and has no recruits in the Academy.
- Crews worked on required EMS and HR computer-based training and medical burn training.
- The Academy is doing very well and all recruits are dedicated to the curriculum.
- Chief 701 and Brush 741 operated two 12-hour operational periods on wildland fire at USAFA. Lt. Gen. Clark will recognize mutual aid participants.

## RECORD OF PROCEEDINGS

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- There have been requests for deployment activity in Texas, but they will not fund backfill expenses; requests were denied. Ft. Carson had two fires but receive assistance from southern departments.

Regarding Monument battalion chiefs responding to calls, question if there was an agreement between departments for this. Chief Langmaid responded there are no agreements except for an automatic mutual aid agreement between departments that battalion chiefs will respond to specific types of calls. Directors Abendschan and Tarvainen noted that this is standard practice in many departments.

**Old Business** Attorney Glesne provided the board with redlined/comment versions of five proposed financial policies, along with general comments on each policy – 200.05-Investments, 300.05- Budget Adoption, 300.06-Budget Management, 300.07-Financial Reserves, and 600.02-Capital Procurement. Treasurer Hinton led the discussion of Ms. Glesne’s revised policies.

Policy 200.05 – Investments - Treasurer Hinton advised that he is in agreement with the changes made by Ms. Glesne.

Policy 300.05 – Budget Adoption – Mr. Hinton noted the changes from Ms. Glesne and was in agreement with such changes.

Policy 300.06 – Budget Management – The review of Ms. Glesne’s comments and changes was agreed upon.

Policy 300.07 – Financial Reserves – Ms. Glesne’s comments and recommendations were reviewed, with the board recognizing that a minimum of \$200,000 will be set aside annually, during budget preparations each year, as an emergency fund, which will be a defined District policy in perpetuity. It was clarified that \$200,000 is the minimum balance for this fund. Discussion acknowledged that in the case of an emergency, the fire chief may notify the board of the need for emergency and/or financial action, which may be ratified at a future meeting. Such board powers were instituted in the by-laws of the District, on page 3. Chair Dowden summarized the potential action that may be needed pursuant to an emergency board meeting by stating that the Board Chair will secure a vote of the majority of the board of directors, pursuant to District by-laws, for their approval of any action that was taken in an emergency meeting, and that such action will be noticed and ratified at the next official Board meeting. In the event that an emergency meeting is needed, it should be evidenced in writing in some fashion, such as an email or text.

Policy 600.02 – Capital Procurement – The board agreed to strike “capital” and title it simply “Procurement”. Discussion of variations in number of days required for a purchasing process, and varying types of procurements involved, and clarifying language governing major purchases to be made by the district resulted in finalizing the text of Policy 600.02.

**A motion was made to adopt Resolution 2024-02, a Resolution adopting Financial Policies for the Black Forest Fire/Rescue Protection District as follows: Policy 200.05 - Investments, Policy 300.05 - Budget Adoption, Policy 300.06 - Budget Management, Policy 300.07 - Financial Reserves, and Policy 600.02 - Procurement; the motion was seconded; a vote was taken and the motion carried unanimously.**

**New Business** Memorandum of Understanding between the Black Forest Fire/Rescue Protection District and the Pikes Peak State College – This MOU was reviewed and finalized by Attorney Linda Glesne in collaboration with personnel at Pikes Peak State College. It will be annually renewable as a training facility to offer three classes at no charge, and will be sponsored by the Monument and Black Forest Fire Districts. Board directors have just received a copy of the MOU and have not had an opportunity to study it carefully. **A motion was made and seconded to table discussion of subject Memorandum of Understanding until the next meeting; upon a vote the motion was carried unanimously.**

**Work Session** – The Board will hold a work session on April 13, from 9:00 a.m. to 3:00 p.m., at Station 1, for the purpose of reviewing policy-making authority, financial policies, long-range planning, and asset management planning. The work session will be open to the public.

**Board Member Reports** None.

**Correspondence** None.



## RECORD OF PROCEEDINGS

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**Public Comments** Ms. Smith asked if property tax collections have increased; they have, with \$1.8 million received in February. She also asked if there were any significant incidents involving fire department personnel during the recent snowstorm; nothing unusual occurred as County personnel were able to provide good support during the storm.

**Future Meetings** A work session will be held April 13, from 9:00 a.m. to 3:00 p.m. The next regular board meeting will be April 17, 2024, at 7:00 p.m.

**Adjournment** There being no further business, the board adjourned at 8:57 p.m.

Respectfully submitted,

Donna Arkowski  
Recording Secretary



## Black Forest Fire Rescue Protection District

Balance Sheet  
As of March 31, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1000 FNB - Operations Checking	1,912,887
1005 MMDA First National Bank	138,529
1010 FNB - Emergency Reserve	200,422
1015 FNB - Capital Improvement	94,691
1020 FNB - Tabor	178,001
1030 Deployment Ops	235,240
<b>Total Bank Accounts</b>	<b>\$2,759,770</b>
Accounts Receivable	
1200 Accounts Receivable	108,274
<b>Total Accounts Receivable</b>	<b>\$108,274</b>
Other Current Assets	
1205 County Taxes Receivable	442,046
<b>Total Other Current Assets</b>	<b>\$442,046</b>
<b>Total Current Assets</b>	<b>\$3,310,089</b>
Fixed Assets	
2022 Pierce Enforcer 4395	631,554
<b>Total Fixed Assets</b>	<b>\$631,554</b>
<b>TOTAL ASSETS</b>	<b>\$3,941,643</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	106,800
<b>Total Accounts Payable</b>	<b>\$106,800</b>
Credit Cards	
2010 Divvy Payable	4,247
<b>Total Credit Cards</b>	<b>\$4,247</b>
Other Current Liabilities	
2045 Deferred Compensation (457)	(46)
2070 Deployment Payable	63,376
<b>Total Other Current Liabilities</b>	<b>\$63,330</b>
<b>Total Current Liabilities</b>	<b>\$174,377</b>

	TOTAL
Long-Term Liabilities	
FNB Loan (9674660)	325,838
<b>Total Long-Term Liabilities</b>	<b>\$325,838</b>
<b>Total Liabilities</b>	<b>\$500,215</b>
Equity	
3000 Beginning Fund Balance	2,626,413
Net Income	815,016
<b>Total Equity</b>	<b>\$3,441,429</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$3,941,643</b>

**Black Forest Fire/Rescue Protection District**  
**Budget vs. Actuals**  
 March, 2024

	Total		
	Actual	Budget	% of Budget
<b>Income</b>			
100 Operating Revenues	48,212	195,000	24.72%
200 Non-Operating Revenues	2,303,577	5,772,111	39.91%
<b>Total Income</b>	<b>\$ 2,351,790</b>	<b>\$ 5,967,111</b>	<b>39.41%</b>
<b>Gross Profit</b>	<b>\$ 2,351,790</b>	<b>\$ 5,967,111</b>	<b>39.41%</b>
<b>Expenses</b>			
300 General Finance Branch	156,637	283,174	55.31%
320 Administrative Branch	7,990	32,164	24.84%
340 Total Compensation Branch	663,483	3,367,444	19.70%
342 Benefits	193,921	796,152	24.36%
400 General Logistics Branch	1,983	28,896	6.86%
420 Information Technology Branch	10,032	43,873	22.87%
440 Communications Branch	13,356	54,449	24.53%
460 Fleet Services Branch	14,013	117,195	11.98%
480 Facilities Branch	28,174	130,541	21.58%
490 Personal Protective Equipment (PPE) Branch	9,880	93,813	10.53%
500 Operations Branch	22,629	102,458	22.09%
520 Training Branch	15,158	79,550	19.05%
600 General Planning Branch	0	49,106	0.00%
620 Community Risk Branch	1,310	550	238.18%
640 Investigations & Inspections Branch	0	1,777	0.00%
660 Documentation Unit	1,609	20,735	7.76%
680 Capital Procurement Branch	349,850	708,593	49.37%
700 Command Sections	2,046	99,605	2.05%
Uncategorized Expense	5,917	0	
<b>Total Expenses</b>	<b>\$ 1,497,988</b>	<b>\$ 6,010,075</b>	<b>24.92%</b>
<b>Net Operating Income</b>	<b>\$ 853,801</b>	<b>\$ (42,964)</b>	<b>-1987.25%</b>
<b>Other Income</b>			
104 Deployments	12,480	1,061,982	1.18%
<b>Total Other Income</b>	<b>\$ 12,480</b>	<b>\$ 1,061,982</b>	<b>1.18%</b>
<b>Other Expenses</b>			
800 Deployment Program	51,266	1,019,017	5.03%
<b>Total Other Expenses</b>	<b>\$ 51,266</b>	<b>\$ 1,019,017</b>	<b>5.03%</b>

## Department Report for March 2024

### DEPARTMENT SUMMARY

BRIEF OVERVIEW

Fire Calls	EMS Calls	Training Hours
7	41	1,569
Significant Incidents, Events, & Projects		
<p>Assisted Falcon with a wildland fire that was threatening several homes.</p> <p>Chief 700 assisted CSFD with a three-alarm duplex fire.</p>		

BFFRPD appears to have reached full capacity considering budget estimations and configuration of facilities. This provides staff the opportunity to focus on solidifying processes, structure, procedures, asset management, and long-range planning. Therefore, staff has re-organized to emphasize the roles, responsibilities, and accountability for each Section, Branch, Division, Group, Unit, and Team. The monthly department report reflects these changes providing simple, clear, and concise information regarding projects and data.

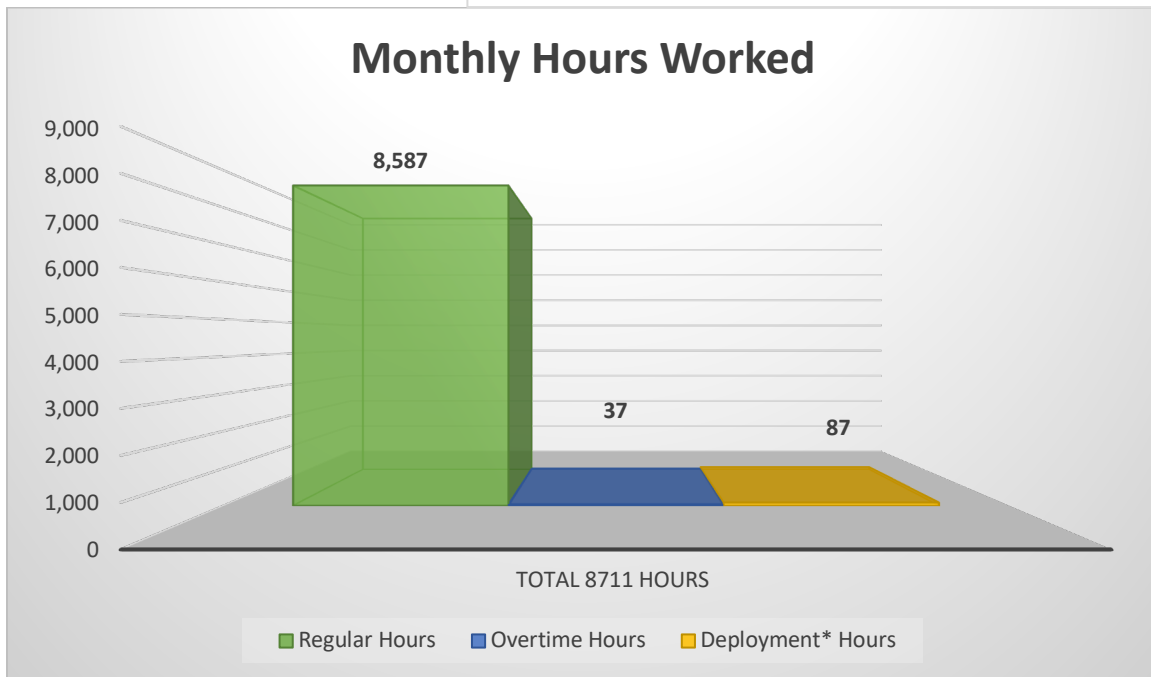
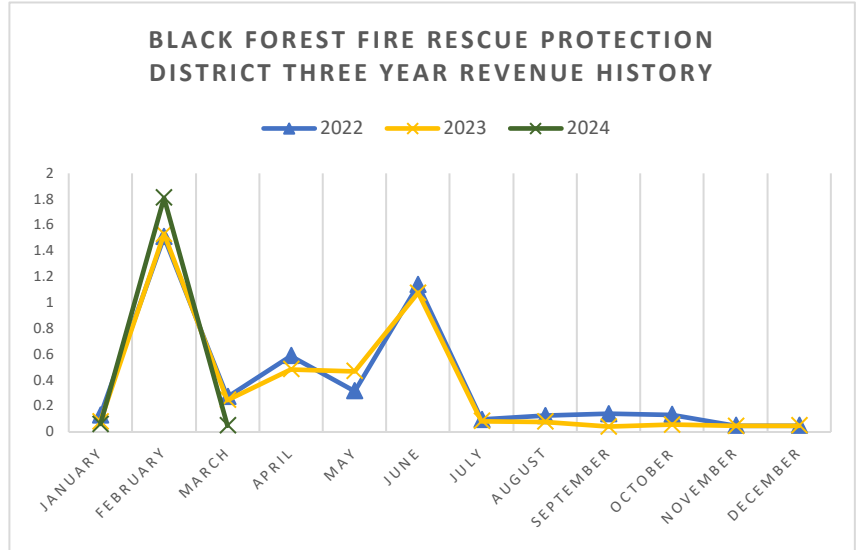
**FINANCE & ADMINISTRATIVE**

Section Lead: Lisa Emry

**Accounts Receivable/Payable (Costs)**

Notable Revenues this month:

- Ambulance Revenue of \$30,725
- Total Tax Revenue of \$448,328



\* 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
  - Station 1 PPE Room Remodel
    - Extractor(s) (Specialized washing machines)
    - Drying Rack
    - Gross Decontamination
    - UV Protection
    - Storage
  - Station 1 SCBA Air Compressor options
  - Station 1 Overhead door upgrades/replacements
  - Station 2 Concrete repairs
  - Station 2 Pavement Repairs/Maintenance
  - Training Facility Pavement

### **Long-Range Plan (LRP)**

- Obtained two proposals for development of long-range plans.
  - ESCi
  - AP Triton

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

- Routine Maintenance
- Acquired a mechanic truck for \$2500 using existing Fleet budget.
- Tender Commissioning

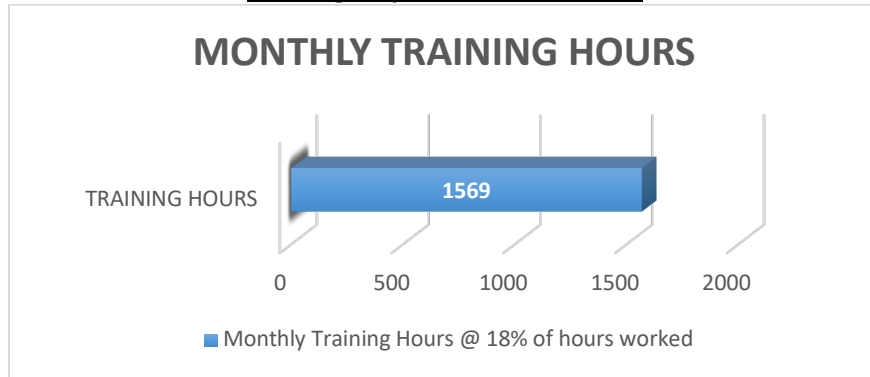
### **Grants**

- Assistance to Firefighters Grant (AFG) for increasing SCBA units was denied.
- SAFER (staffing) narratives and data being completed as part of long-range plan.
- State Grant awarded for Paramedic school.
- Career Advanced Colorado grant submitted for recruits at PPSC.

**OPERATIONS**

Section Lead: Deputy Chief Chris Piepenburg

**Training: Captain Michael Torres**



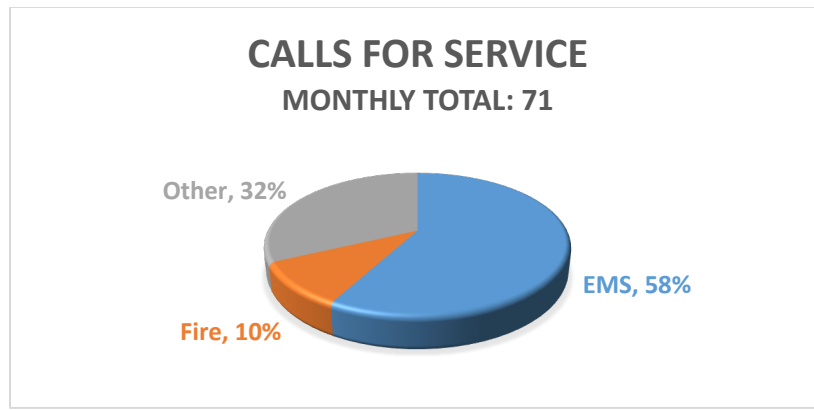
Summary of Significant Events:

- Continued EMS and Fire Training with MFD.
- Night training on fireground operations.
- Continued work on certifications for all members.
- Academy update: Academy is going well.

**Daily Operations**

Summary of Significant Events:

- Assisted Falcon with a wildland fire that was threatening several homes.
- Chief 700 assisted CSFD with a three-alarm duplex fire.





## **Community Risk Reduction**

### **Inspections**

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

**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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BLACK FOREST FIRE RESCUE  
PROTECTION DISTRICT  
MONTHLY REPORT

BFFRPD BOARD OF DIRECTORS & STAFF  
MAY 15<sup>TH</sup>, 2024

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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**  
**05/15/24**

**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 – April 17th, 2024, regular meeting.
4. Financial report – Treasurer Jack Hinton
5. Department report presented by Department Staff.
6. Old Business:
  - Tender sell Proposal
  - Lexipol Proposal
  - Discussion of options for Long-range Planning
7. New Business:
  - Approval of MOU for Regional Fire Academy
  - Discussion of SB24-194 “Special District Emergency Services Funding”
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.

Action Items:

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

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 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 3<sup>rd</sup> 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.

## RECORD OF PROCEEDINGS

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**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 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.

## RECORD OF PROCEEDINGS

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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.**

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



# Black Forest Fire Rescue Protection District

Balance Sheet  
As of April 30, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1000 FNB - Operations Checking	1,861,348
1005 MMDA First National Bank	138,645
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>\$2,810,381</b>
Accounts Receivable	
1200 Accounts Receivable	6,240
<b>Total Accounts Receivable</b>	<b>\$6,240</b>
Other Current Assets	
1205 County Taxes Receivable	1,364,978
<b>Total Other Current Assets</b>	<b>\$1,364,978</b>
<b>Total Current Assets</b>	<b>\$4,181,599</b>
Fixed Assets	
2022 Pierce Enforcer 4395	631,554
<b>Total Fixed Assets</b>	<b>\$631,554</b>
<b>TOTAL ASSETS</b>	<b>\$4,813,153</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	5,343
<b>Total Accounts Payable</b>	<b>\$5,343</b>
Credit Cards	
2010 Divvy Payable	(34)
<b>Total Credit Cards</b>	<b>\$ (34)</b>
Other Current Liabilities	
2045 Deferred Compensation (457)	6
<b>Total Other Current Liabilities</b>	<b>\$6</b>
<b>Total Current Liabilities</b>	<b>\$5,315</b>
Long-Term Liabilities	
FNB Loan (9674660)	325,838
<b>Total Long-Term Liabilities</b>	<b>\$325,838</b>
<b>Total Liabilities</b>	<b>\$331,153</b>
TOTAL	
Equity	
3000 Beginning Fund Balance	2,677,307
Net Income	1,804,694
<b>Total Equity</b>	<b>\$4,482,000</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$4,813,153</b>

**Black Forest Fire Rescue Protection District**  
**Budget vs. Actuals**  
January - April 2024

	Actual	Total Budget	% of Budget
<b>Income</b>			
100 Operating Revenues	54,728	195,000	28.07%
200 Non-Operating Revenues	3,690,210	5,772,111	63.93%
<b>Total Income</b>	<b>\$ 3,744,938</b>	<b>\$ 5,967,111</b>	<b>62.76%</b>
<b>Gross Profit</b>	<b>\$ 3,744,938</b>	<b>\$ 5,967,111</b>	<b>62.76%</b>
<b>Expenses</b>			
300 General Finance Branch	176,673	283,174	62.39%
320 Administrative Branch	16,449	32,164	51.14%
340 Total Compensation Branch	1,011,188	3,367,444	30.03%
342 Benefits	267,653	796,152	33.62%
400 General Logistics Branch	11,083	28,896	38.35%
420 Information Technology Branch	16,422	43,873	37.43%
440 Communications Branch	14,815	54,449	27.21%
460 Fleet Services Branch	20,867	117,195	17.81%
480 Facilities Branch	38,226	130,541	29.28%
490 Personal Protective Equipment (PPE) Branch	18,693	93,813	19.93%
500 Operations Branch	26,724	102,458	26.08%
520 Training Branch	21,412	79,550	26.92%
600 General Planning Branch		49,106	0.00%
620 Community Risk Branch	1,310	550	238.18%
640 Investigations & Inspections Branch		1,777	0.00%
660 Documentation Unit	1,609	20,735	7.76%
680 Capital Procurement Branch	349,850	708,593	49.37%
700 Command Sections	23,170	99,605	23.26%
Uncategorized Expense	0		
<b>Total Expenses</b>	<b>\$ 2,016,143</b>	<b>\$ 6,010,075</b>	<b>33.55%</b>
<b>Net Operating Income</b>	<b>\$ 1,728,795</b>	<b>\$ (42,964)</b>	<b>-4023.82%</b>
<b>Other Income</b>			
104 Deployments	12,480	1,061,982	1.18%
<b>Total Other Income</b>	<b>\$ 12,480</b>	<b>\$ 1,061,982</b>	<b>1.18%</b>
<b>Other Expenses</b>			
800 Deployment Program	73,897	1,019,017	7.25%
<b>Total Other Expenses</b>	<b>\$ 73,897</b>	<b>\$ 1,019,017</b>	<b>7.25%</b>
<b>Net Other Income</b>	<b>\$ (61,416)</b>	<b>\$ 42,965</b>	<b>-142.94%</b>

## Department Report for March 2024

### DEPARTMENT SUMMARY

#### BRIEF OVERVIEW OF APRIL 2024

Fire Calls	EMS Calls	Training Hours
5	24	1,889
Significant Incidents, Events, & Projects		
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 District		

**FINANCE & ADMINISTRATIVE**

Section Lead: Lisa Emry

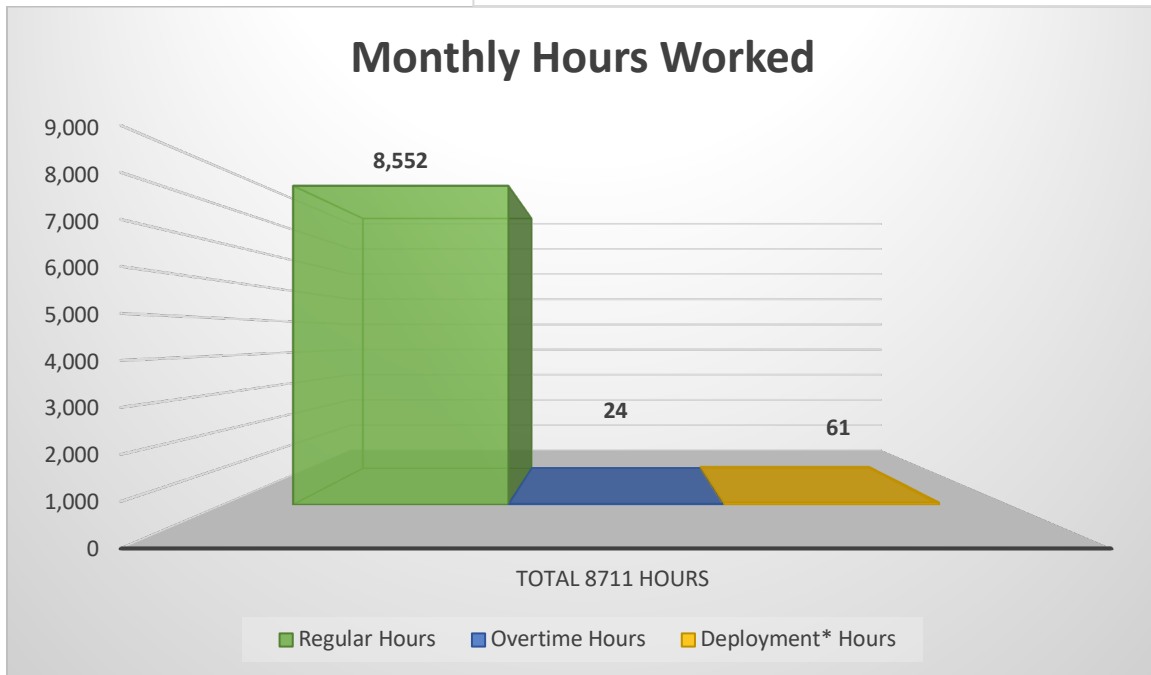
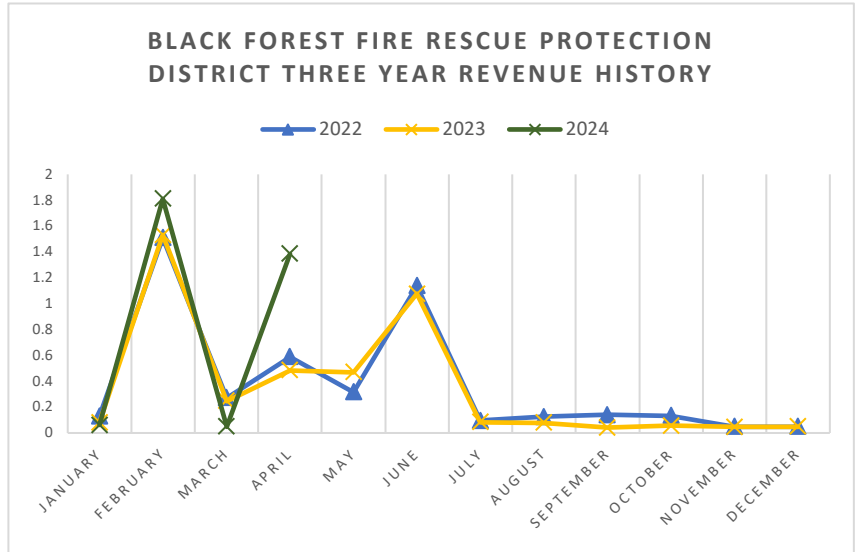
**Accounts Receivable/Payable (Costs)**

Notable Revenues this month:

- Ambulance Revenue of \$6,516
- Total Tax Revenue of \$1,348,794

**Notable Expenses this month:**

- Stryker bill from 2021 order.



\* 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
  - Station 1 PPE Room Remodel
    - Extractor(s) (Specialized washing machines)
    - Drying Rack
    - Gross Decontamination
    - UV Protection
    - Storage
  - Station 1 SCBA Air Compressor options
  - Station 1 Overhead door upgrades/replacements
  - Station 2 Concrete repairs
  - Station 2 Pavement Repairs/Maintenance
  - Training Facility Pavement

### **Long-Range Plan (LRP)**

- Proposals given to Directors from AP Triton and ESCI

### **Procurement**

- Helmets and Shields

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

- Routine Maintenance

### **Facilities**

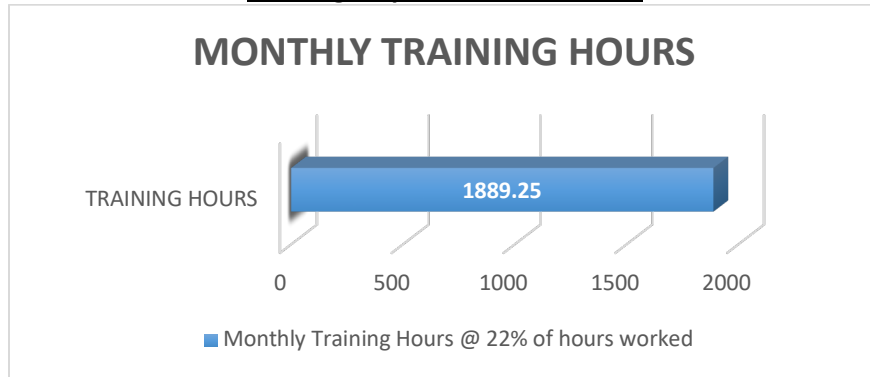
Station 1:

- Quotes for acoustical tiles

**OPERATIONS**

Section Lead: Deputy Chief Chris Piepenburg

**Training: Captain Michael Torres**



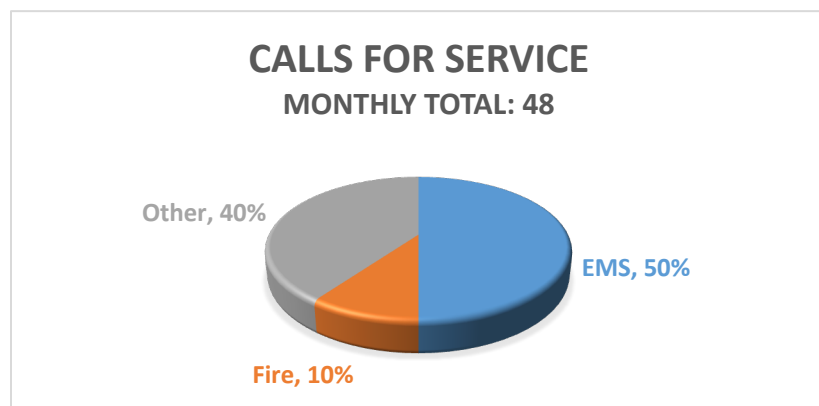
Summary of Significant Events:

- Driver Operator Aerial practical for several members.
- DC Piepenburg received recertification of Chief Training Officer.
- Wildland Training with CSFD.
- Regional Fire Academy ending May 3.

**Daily Operations**

Summary of Significant Events:

- 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 District.



**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.

**NO CURRENT FIRE RESTRICTIONS**

**COMMAND/STRATEGIC SUMMARY**

Fire Chief PJ Langmaid

Primary focus, and intent:

- Leadership development, character development, and alignment for entire organization.
- Refinement of management processes.
- Begin work to amend 2024 budget due to increase reimbursement from State.
- Prepare for 2025 budget process with uncertainty of impacts from 2024 legislative session.
- Building and maintaining relationships with strategic and tactical partners.



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**APPENDIX A**  
**OLD BUSINESS DOCUMENTS**

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**APPENDIX B**  
**NEW BUSINESS DOCUMENTS**

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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		
	ACTUAL	BUDGET	% OF 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

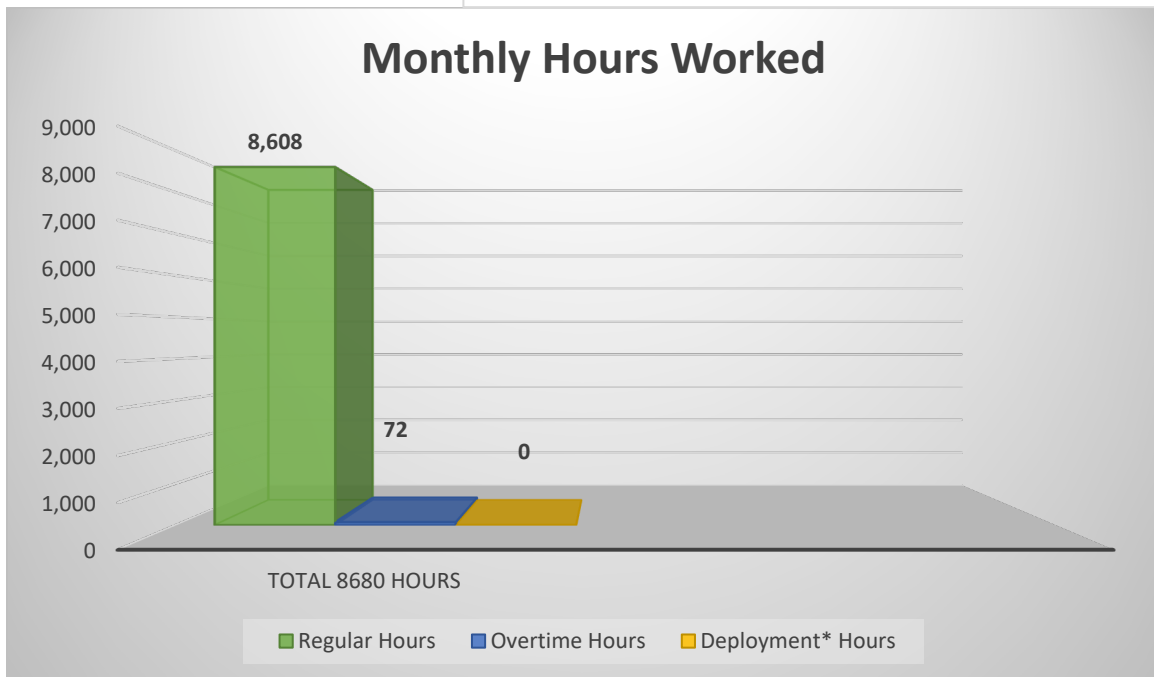
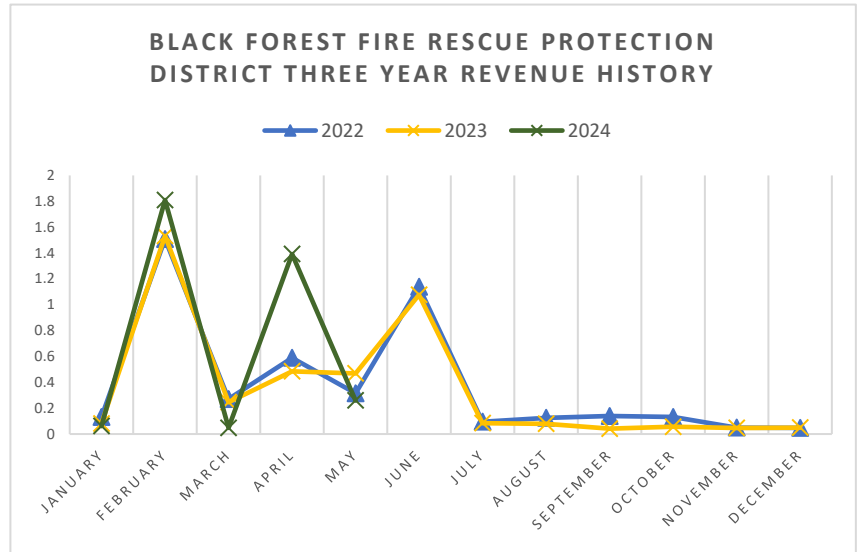
Notable Expenses this month:

- 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

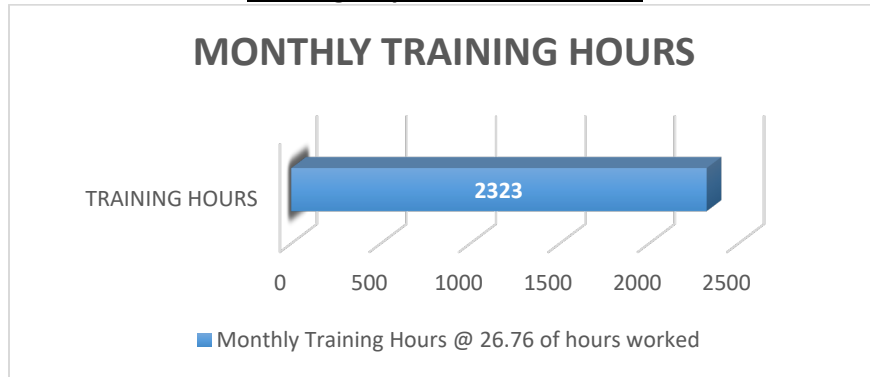
### **Fleet Management (E.V.T. Gavin Smith)**

- 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**



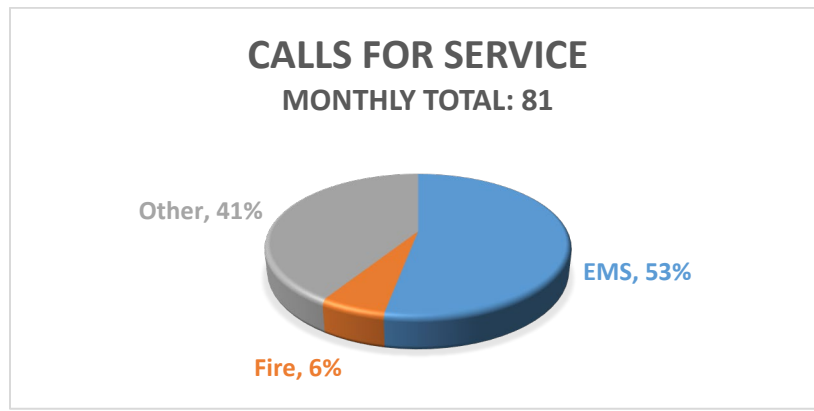
Summary of Significant Events:

- 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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BLACK FOREST FIRE RESCUE  
PROTECTION DISTRICT  
MONTHLY REPORT

BFFRPD BOARD OF DIRECTORS & STAFF  
JULY 17<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  
07/17/24**

**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 – June 19th, 2024, regular meeting.
4. Financial report – Treasurer Jack Hinton
5. Department report presented by Department Staff
6. Old Business: None
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: 24-6-402(4)(b), C.R.S. To receive legal advice on specific legal questions regarding investigation of complaints.
13. Executive Session: 24-6-402(4)(b), C.R.S. To receive legal advice regarding possible retention of interim Fire Chief.
14. Potential formal action regarding items discussed during executive session referenced above.
15. 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 June 19, 2024, 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/C.Behnken

Directors absent: J. Abendschan

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

**Roll Call:** J. Abendschan was excused

**Minutes** A motion was made and seconded to approve the board meeting minutes for the May 15, 2024 regular board meeting; upon a vote the motion carried unanimously.

**Financial Reports** Treasurer Hinton reported that the district has total assets of \$4.5 million, which includes taxes receivable of \$253,941. Budget expenses are at 40% 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-\$4,528, tax revenues-\$253,941.
- Monthly hours worked – 8608.
- Audit was \$9,000
- Chief Langmaid was asked to speak to 2/4 General Support Aviation Battalion

Logistics & Planning – Section Lead Rachel Dunn:

- Asset Management - Quotes given to board for concrete
- Fleet Management – Routine maintenance, parts coming in June for Type 6 builds
- Information Technology – Microsoft license audit

Operations – Section Lead Deputy Chief Chris Piepenburg

- Training hours – 2323.
- Small structure fire with MFD
- 81 calls last month.
- EDARP participation at 100%.
- 2 members in CSFD Plans Review Academy.

**Old Business:** 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 contract, renewal date and retention of policies. Staff directed to clarify retention of policies, printing at will and changing renewal date.

**A motion was made, seconded and unanimously carried for Chief Langmaid and or his designee to sign Lexipol contract.**

SB24-194, Emergency Services Funding Sources: L. Glesne joined via zoom. In summary the bill does two things. Repeals the current impact fee process and permits a fire protection or ambulance district to impose its own impact fee upon the construction of new buildings, structures, facilities or improvements on real property with limits. Second, bill gives authority to both ambulance and fire districts to impose a sales tax. Board discussion ensued regarding impact fee study. Legal will send the board names of consultants, skeleton RFP and a completed impact fee study for review.

**New Business** None

**Board Member Reports** None.

**Correspondence** Thank you notes from School in the Woods and Mr. Palmer with a donation for medical equipment

**Public Comments** None.

**Future Meetings** The next regular board meeting will be July 17th, 2024, at 7:00 p.m.

**A motion was made to adjourn into executive session, pursuant to 24-6-402(4)(e) C.R.S to discuss positions relative to matter subject to negotiations regarding Ambulance service: the motion carried unanimously and was carried by a voice vote.** The board adjourned into executive session at 8:34 p.m

The Board reconvened in public session at 9:00 p.m. Chair Dowden announced that the board discussed Ambulance service during executive session. No other topics were discussed.

**Adjournment** There being no further business, the board adjourned at 9:01 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 - June, 2024

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
<b>Income</b>			
100 Operating Revenues	83,867	195,000	43.00 %
200 Non-Operating Revenues	5,503,609	5,772,111	95.00 %
<b>Total Income</b>	<b>\$5,587,476</b>	<b>\$5,967,111</b>	<b>94.00 %</b>
<b>GROSS PROFIT</b>	<b>\$5,587,476</b>	<b>\$5,967,111</b>	<b>94.00 %</b>
<b>Expenses</b>			
300 General Finance Branch	237,517	283,174	84.00 %
320 Administrative Branch	17,870	32,164	56.00 %
340 Total Compensation Branch	1,431,260	3,367,444	43.00 %
342 Benefits	396,386	796,152	50.00 %
400 General Logistics Branch	16,174	28,896	56.00 %
420 Information Technology Branch	25,009	43,873	57.00 %
440 Communications Branch	17,818	54,449	33.00 %
460 Fleet Services Branch	39,779	117,195	34.00 %
480 Facilities Branch	52,866	130,541	40.00 %
490 Personal Protective Equipment (PPE) Branch	43,464	93,813	46.00 %
500 Operations Branch	46,077	102,458	45.00 %
520 Training Branch	48,062	79,550	60.00 %
600 General Planning Branch		49,106	
620 Community Risk Branch	1,310	550	238.00 %
640 Investigations & Inspections Branch		1,777	
660 Documentation Unit	15,517	20,735	75.00 %
680 Capital Procurement Branch	349,850	708,593	49.00 %
700 Command Sections	25,717	99,605	26.00 %
Uncategorized Expense	0		
<b>Total Expenses</b>	<b>\$2,764,675</b>	<b>\$6,010,075</b>	<b>46.00 %</b>
<b>NET OPERATING INCOME</b>	<b>\$2,822,800</b>	<b>\$ (42,964)</b>	<b>(6,570.00 %)</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	144,008	1,019,017	14.00 %
901 Principal Payments	31,661		
902 Interest Payment	12,217		
<b>Total Other Expenses</b>	<b>\$187,886</b>	<b>\$1,019,017</b>	<b>18.00 %</b>
<b>NET OTHER INCOME</b>	<b>\$ (181,646)</b>	<b>\$42,965</b>	<b>(423.00 %)</b>
<b>NET INCOME</b>	<b>\$2,641,155</b>	<b>\$1</b>	<b>264,115,463.00 %</b>



## Black Forest Fire Rescue Protection District

### Balance Sheet

As of June 30, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1000 FNB - Operations Checking	2,570,299
1005 MMDA First National Bank	138,881
1010 FNB - Emergency Reserve	200,782
1015 FNB - Capital Improvement	94,861
1020 FNB - Tabor	178,321
1030 Deployment Ops	307,836
<b>Total Bank Accounts</b>	<b>\$3,490,980</b>
Other Current Assets	
1204 Property Taxes Receivable	4,969,010
1205 County Taxes Receivable	1,506,853
<b>Total Other Current Assets</b>	<b>\$6,475,863</b>
<b>Total Current Assets</b>	<b>\$9,966,843</b>
<b>TOTAL ASSETS</b>	<b>\$9,966,843</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	10,151
<b>Total Accounts Payable</b>	<b>\$10,151</b>
Credit Cards	
2010 Divvy Payable	13,148
<b>Total Credit Cards</b>	<b>\$13,148</b>
Other Current Liabilities	
2056 Accrued Wages	(16,552)
2091 Deferred Property Taxes	4,969,010
<b>Total Other Current Liabilities</b>	<b>\$4,952,458</b>
<b>Total Current Liabilities</b>	<b>\$4,975,758</b>
<b>Total Liabilities</b>	<b>\$4,975,758</b>
Equity	
3000 Beginning Fund Balance	2,185,931
3001 Tabor Reserve	164,000
Net Income	2,641,155
<b>Total Equity</b>	<b>\$4,991,085</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$9,966,843</b>



## Department Report for July 2024

### DEPARTMENT SUMMARY

BRIEF OVERVIEW of June 2024

Fire Calls	EMS Calls	Training Hours
13	49	1545.5
Significant Incidents, Events, & Projects		
Wildland Deployment to the Oak Ridge Fire		
New wildland technician		

**FINANCE & ADMINISTRATIVE**

Section Lead: Lisa Emry

**Accounts Receivable/Payable (Costs)**

Notable Revenues this month:

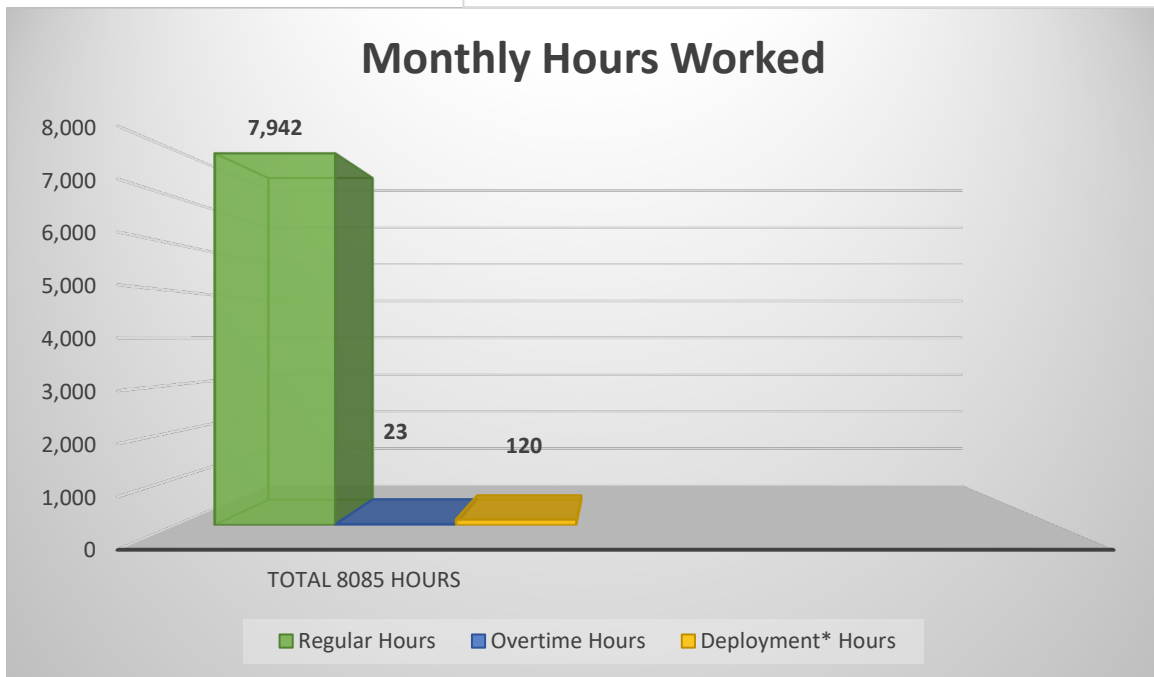
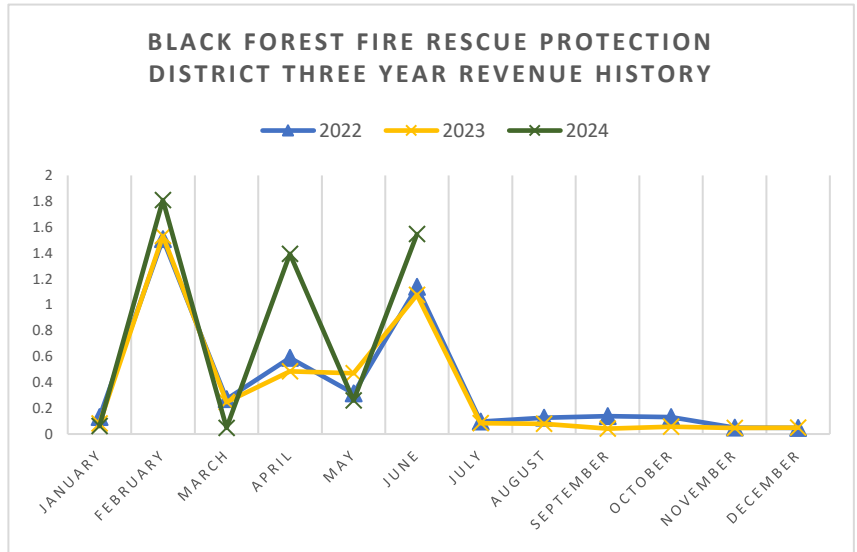
- Ambulance Revenue of \$16,695
- Total Tax Revenue of \$1,529,230

Notable Expenses this month:

- Turnout Gear \$19,002

**Public Affairs/Community Engagement**

**Time Reporting**



\* Denotes total deployment and deployment backfill hours

## LOGISTICS & PLANNING

Section Lead: Rachel Dunn

### **Asset Management Plan**

- Continued assessment of department assets.

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

- Renewed contract with Applied Technology.

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

- Routine Maintenance .
- Parts and materials for Type 6 units are beginning to be delivered.
- Gavin working on pricing for building out a Type 3.
- Install Jake break on 712.
- Diagnosing electrical issues on 731.

### **Lexipol**

- Contract signed on June 25<sup>th</sup>.
- Initial orientation with Lexipol on July 18<sup>th</sup>

## OPERATIONS

Section Lead: Deputy Chief Chris Piepenburg

### Training: Captain Michael Torres



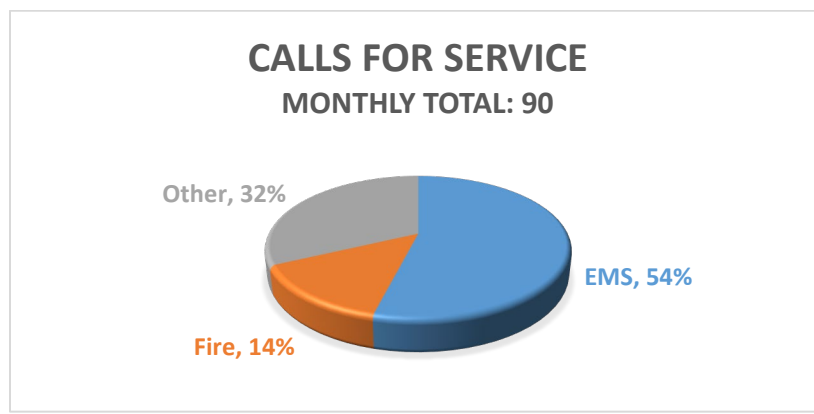
**Summary of Significant Events:**

- Members continue certification testing.
- Wildland Structure Protection drill in district for all crews.
- Rope Rescue drill in district for all crews.

### Daily Operations

**Summary of Significant Events:**

- Wildland Deployment to the Oak Ridge Fire.
- New wildland technician.



**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

Nothing to report

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**APPENDIX A**  
**OLD BUSINESS DOCUMENTS**

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**APPENDIX B**  
**NEW BUSINESS DOCUMENTS**

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BLACK FOREST FIRE RESCUE  
PROTECTION DISTRICT  
MONTHLY REPORT

BFFRPD BOARD OF DIRECTORS & STAFF  
AUGUST 21<sup>ST</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**

**08/21/2024**

**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 – July 17th, 2024, regular meeting.
4. Financial report – Treasurer Jack Hinton
5. Department report presented by Department Staff
6. Old Business: None
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 #1: 24-6-402(4)(b), C.R.S. To receive legal advice on status regarding investigation of complaints.
13. Executive Session #2: 24-6-402(4)(f), C.R.S. To discuss personnel matter involving the Fire Chief.
16. Potential formal action regarding items discussed during executive session referenced above.
17. Adjournment.

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

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



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## 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 July 17, 2024, 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. Abendschan/C. Behnken

Directors absent: J. Hinton

Also present: R. Dunn/L. Emry/D. Arkowski/fire department personnel/community members/Dakota Spence-Zurek, attorney CEGR Law

**Roll Call:** Treasurer Hinton was absent due to traveling. **A motion was made and seconded to excuse Mr. Hinton's absence; the motion carried unanimously.**

**Minutes** **A motion was made and seconded to approve the board meeting minutes for the June 19, 2024 regular board meeting; upon a vote the motion carried unanimously. A motion was made and seconded to approve the board meeting minutes of special board meetings of July 1, 2024, July 6, 2024, and July 11, 2024; motion carried unanimously.**

**Financial Reports** The financial report was provided by Ms. Emry. Spending is currently at 46 percent of the budget, cash on hand is \$3,490,980, and transactions were reviewed with Treasurer Hinton who found nothing out of the ordinary. It is noted that two line items have been added to the Balance Sheet, at the recommendation of the auditing firm – accounts 1204 and 1205. Account 1204 reports property taxes receivable, to be collected in 2025. Account 1205 reports taxes received in 2024. **A motion was made and seconded to approve the financial reports; the motion carried unanimously.**

**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 last month were ambulance receipts-\$16,695, tax revenues-\$1,529,230.
- Notable expenses were turnout gear at \$19,002, and two flatbed trucks were purchased.
- Monthly hours worked – 8,085.

Logistics & Planning – Section Lead Rachel Dunn:

- Renewed contract with Applied Technology.
- Fleet Management – routine maintenance.
- Receiving parts and material for Type 6 units.
- Building out a Type 3 will be covered at next month's meeting.
- A Jake brake was installed on 712.
- Gavin is working on 731 which has electrical issues.

Lexipol

- A contract was signed with Lexipol June 25.
- Initial orientation meeting with Lexipol on July 18 for determining needs.

Operations – Section Lead Deputy Chief Chris Piepenburg

- Training hours – 1546 hours last month, 27.76% of total hours worked.
- Members continuing certification testing.
- Significant wildland structure drill conducted in District, as well as mitigation work.
- Rope rescue drills were completed for all crews.
- A new wildland technician was added, for a total of four, one for every group.
- Deployment to Oak Ridge fire for 10 days.
- \$180,000 grant received from FEMA for SCBA equipment.
- 90 calls last month.
- EDARP participation at 100%; work completed by three members.
- Colorado Springs has advised that Aspen Meadows, a development at the southwest corner of Marksheffel and Cowpoke, will exclude from the BFFPD district. This area is surrounded by the City and served by the City at this time.

## RECORD OF PROCEEDINGS

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- Closest unit discussion re Falcon FPD will continue.

**Old Business** None.

**New Business** A request has been received for benevolent relief for an ambulance bill. This will be handled by Ms. Dunn.

**Board Member Reports** None.

**Correspondence** None.

**Public Comments** Former BFFRPD board members Deborah Hoffpauir and Richard "Gator" Nearhoof were in attendance, with Mr. Nearhoof speaking to show support and appreciation for the many advances seen in the operation of the fire department. He praised the board and the fire fighters for their excellent operation.

**Future Meetings** The next regular board meeting will be August 21, 2024, at 7:00 p.m.

Vice Chair Tarvainen made a statement thanking the members of the fire department for their hard work and expressing appreciation for their efforts and dedication. She advised the department that the board is aware of complaints and is determined to solve problems that have been identified in the station environment.

Chair Dowden, advising that the board of directors would now be adjourning into two successive executive sessions, made a motion:

**I move that the board enter Executive Session for the purpose of receiving advice from legal counsel on specific legal questions related to an ongoing investigation of complaints within the fire department, as authorized by §24-6-402(4)(b), C.R.S. The motion was seconded and upon a vote was approved unanimously.**

At the conclusion of this action, a second executive session will be conducted as follows:

**I move that the board enter Executive Session for the purpose of receiving advice from legal counsel on specific legal questions related to the possible retention of an interim fire chief, as authorized by §24-6-402(4)(b), C.R.S. The motion was seconded and upon a vote was approved unanimously.**

The board adjourned into executive session at 7:23 p.m.

The board returned to public session at 9:48 p.m. Upon reconvening in open session, Chair Dowden advised that the fire department is going through a very challenging time and the board has retained legal counsel to conduct an investigation into allegations brought to the board. Counsel, in an effort to maintain an independent, unbiased process, has retained an independent third party to facilitate the investigation. The investigation has begun and there is a lack of information at this time in order to respect the privacy and confidentiality of all involved. The board asks for your patience and understanding and stay professional as this process unfolds.

Several motions were presented for board consideration, as follows.

**A motion was made to place Deputy Chief Piepenburg on paid administrative leave for information learned from the ongoing investigation, until the completion of the investigation; motion seconded; a vote was taken and Director Behnken recused himself from the vote citing a conflict of interest; the motion carried with 3 ayes.**

**A motion was made to instruct legal counsel to contact Deputy Chief Piepenburg to provide an explanation for the paid administrative leave and provide legal notices as required; the motion was seconded; a vote was taken and Director Behnken recused himself from the vote citing a conflict of interest; the motion carried with 3 ayes.**

**A motion was made to move Deputy Chief Piepenburg's email account to Administrative Officer Rachel Dunn for the duration of this investigation; the motion was seconded; a vote was taken and Director Behnken recused himself from the vote citing a conflict of interest; the motion carried with 3 ayes.**

**RECORD OF PROCEEDINGS**

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**A motion was made to place Captain Michael Torres on paid administrative leave for information learned from the ongoing investigation, until the completion of the investigation; the motion was seconded; a vote was taken and the motion passed with 3 ayes and 1 no vote.**

**A motion was made to instruct legal counsel to contact Captain Michael Torres to provide an explanation for the paid administrative leave and provide legal notices as required; the motion was seconded; a vote was taken and the motion carried unanimously.**

**A motion was made to move Captain Michael Torres' email account to Administrative Officer Rachel Dunn for the duration of this investigation; the motion was seconded; a vote was taken and the motion carried unanimously.**

**A motion was made to authorize Chair Dowden and Vice Chair Tarvainen to work with Administrative Officer Rachel Dunn to proceed with negotiations with the Colorado Springs Fire Department for provision of an interim operational fire chief for an anticipated period of not less than 60 days, with the ability to extend on a month-to-month basis as deemed necessary by the board; motion seconded; vote called and motion carried unanimously.**

**Adjournment** There being no further business, **upon a motion, second, and vote, the board adjourned at 9:56 p.m.**

Respectfully submitted,

Donna Arkowski  
Recording Secretary



**Black Forest Fire/Rescue Protection District  
Budget vs. Actuals: Budget\_FY24\_P&L - FY24 P&L  
January - July, 2024**

	Total		
	Actual	Budget	% of Budget
<b>Income</b>			
100 Operating Revenues	104,631	195,000	53.66%
200 Non-Operating Revenues	5,596,738	5,772,111	96.96%
<b>Total Income</b>	<b>\$ 5,701,369</b>	<b>\$ 5,967,111</b>	<b>95.55%</b>
<b>Gross Profit</b>	<b>\$ 5,701,369</b>	<b>\$ 5,967,111</b>	<b>95.55%</b>
<b>Expenses</b>			
300 General Finance Branch	247,488	283,174	87.40%
320 Administrative Branch	18,304	32,164	56.91%
340 Total Compensation Branch	1,665,321	3,367,444	49.45%
342 Benefits	456,961	796,152	57.40%
400 General Logistics Branch	16,591	28,896	57.42%
420 Information Technology Branch	33,955	43,873	77.39%
440 Communications Branch	26,773	54,449	49.17%
460 Fleet Services Branch	48,533	117,195	41.41%
480 Facilities Branch	65,438	130,541	50.13%
490 Personal Protective Equipment (PPE) Branch	43,464	93,813	46.33%
500 Operations Branch	47,839	102,458	46.69%
520 Training Branch	42,546	79,550	53.48%
600 General Planning Branch	0	49,106	0.00%
620 Community Risk Branch	1,310	550	238.18%
640 Investigations & Inspections Branch	0	1,777	0.00%
660 Documentation Unit	15,517	20,735	74.83%
680 Capital Procurement Branch	349,850	708,593	49.37%
700 Command Sections	62,131	99,605	62.38%
Uncategorized Expense	0	0	
<b>Total Expenses</b>	<b>\$ 3,142,020</b>	<b>\$ 6,010,075</b>	<b>52.28%</b>
<b>Net Operating Income</b>	<b>\$ 2,559,348</b>	<b>\$ (42,964)</b>	<b>-5956.96%</b>
<b>Other Income</b>			
104 Deployments	6,240	1,061,982	0.59%
<b>Total Other Income</b>	<b>\$ 6,240</b>	<b>\$ 1,061,982</b>	<b>0.59%</b>
<b>Other Expenses</b>			
800 Deployment Program	176,617	1,019,017	17.33%
901 Principal Payments	31,661	0	
902 Interest Payment	12,217	0	
<b>Total Other Expenses</b>	<b>\$ 220,496</b>	<b>\$ 1,019,017</b>	<b>21.64%</b>
<b>Net Other Income</b>	<b>\$ (214,256)</b>	<b>\$ 42,965</b>	<b>-498.67%</b>
<b>Net Income</b>	<b>\$ 2,345,093</b>	<b>\$ 1</b>	<b>234509256.00%</b>





## Black Forest Fire Rescue Protection District

Balance Sheet  
As of July 31, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1000 FNB - Operations Checking	3,713,222
1005 MMDA First National Bank	139,002
1010 FNB - Emergency Reserve	200,782
1015 FNB - Capital Improvement	94,861
1020 FNB - Tabor	178,321
1030 Deployment Ops	307,836
<b>Total Bank Accounts</b>	<b>\$4,634,023</b>
Other Current Assets	
1204 Property Taxes Receivable	4,969,010
1205 County Taxes Receivable	91,775
<b>Total Other Current Assets</b>	<b>\$5,060,785</b>
<b>Total Current Assets</b>	<b>\$9,694,809</b>
<b>TOTAL ASSETS</b>	<b>\$9,694,809</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	26,186
<b>Total Accounts Payable</b>	<b>\$26,186</b>
Credit Cards	
2010 Divvy Payable	2,536
<b>Total Credit Cards</b>	<b>\$2,536</b>
Other Current Liabilities	
2056 Accrued Wages	2,053
2091 Deferred Property Taxes	4,969,010
<b>Total Other Current Liabilities</b>	<b>\$4,971,063</b>
<b>Total Current Liabilities</b>	<b>\$4,999,785</b>
<b>Total Liabilities</b>	<b>\$4,999,785</b>
Equity	
3000 Beginning Fund Balance	2,185,931
3001 Tabor Reserve	164,000
Net Income	2,345,093
<b>Total Equity</b>	<b>\$4,695,023</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$9,694,809</b>

## Department Report for July 2024

### DEPARTMENT SUMMARY

#### BRIEF OVERVIEW of June 2024

Fire Calls	EMS Calls	Training Hours
16	53	1383
Significant Incidents, Events, & Projects		
Type 6 Deployment to Moss Mountain Fire in Oregon		
Single resource deployed to California with Cimmaron Hills		
Single resource deployed to Alexander Fire in Colorado		

**FINANCE & ADMINISTRATIVE**

Section Lead: Lisa Emry

**Accounts Receivable/Payable (Costs)**

Notable Revenues this month:

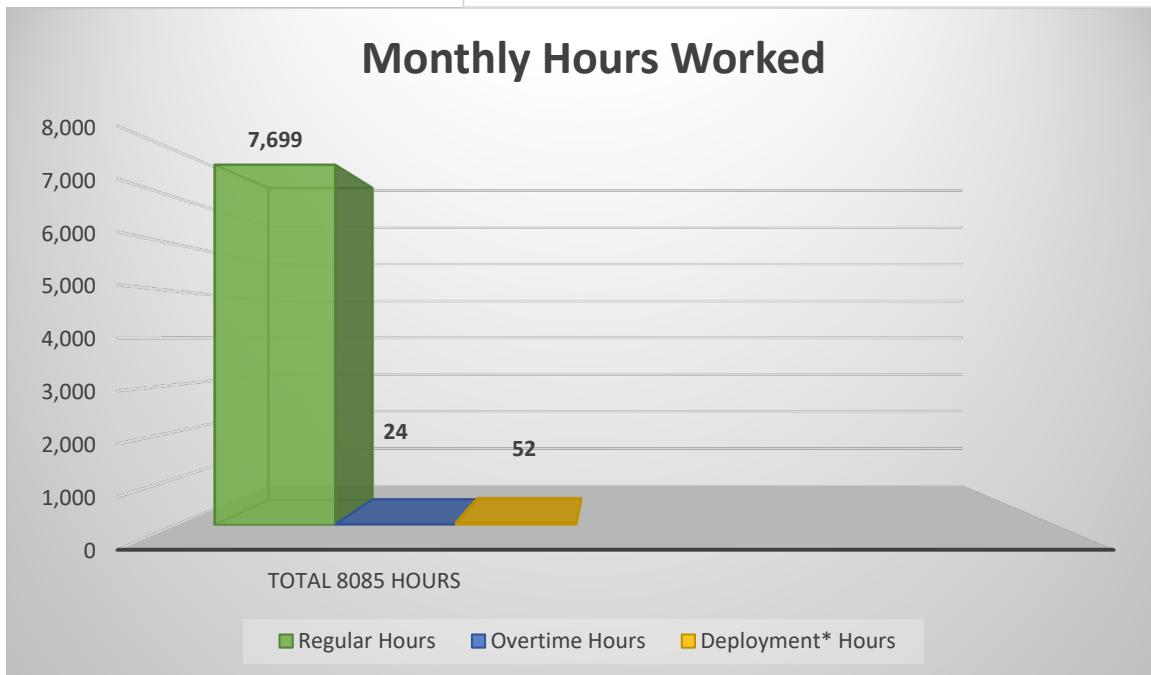
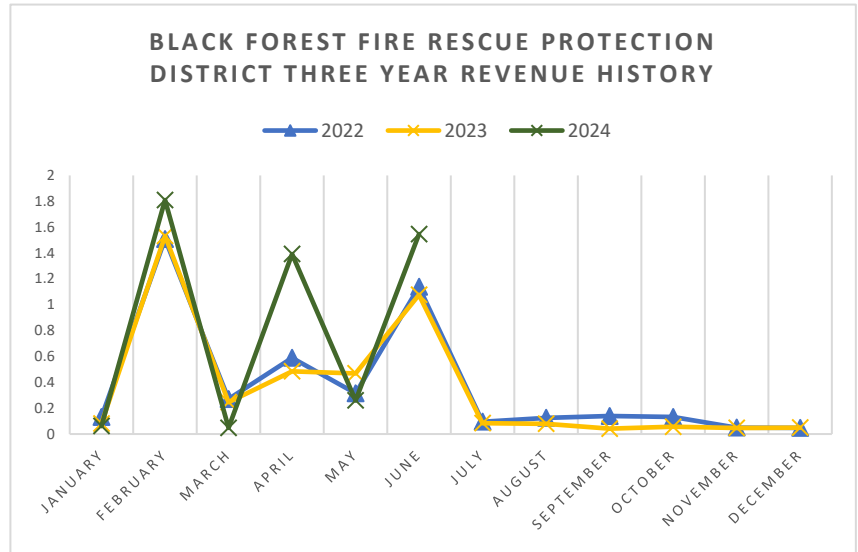
- Ambulance Revenue of \$18,785
- Total Tax Revenue of \$92,903

Notable Expenses this month:

- PPRCN Annual Renewal \$7,290
- CEGR \$30,488
- Headset System \$8,854

**Public Affairs/Community Engagement**

**Time Reporting**



\* Denotes total deployment and deployment backfill hours

## LOGISTICS & PLANNING

Section Lead: Rachel Dunn

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

- Toughbook for Fleet

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

- Routine Maintenance .
- Gavin working on pricing for building out a Type 3.
- Install Jake break on 712.
- Diagnosing electrical issues on 731.

**OPERATIONS**

Section Lead: Deputy Chief Chris Piepenburg

**Training: Captain Michael Torres**



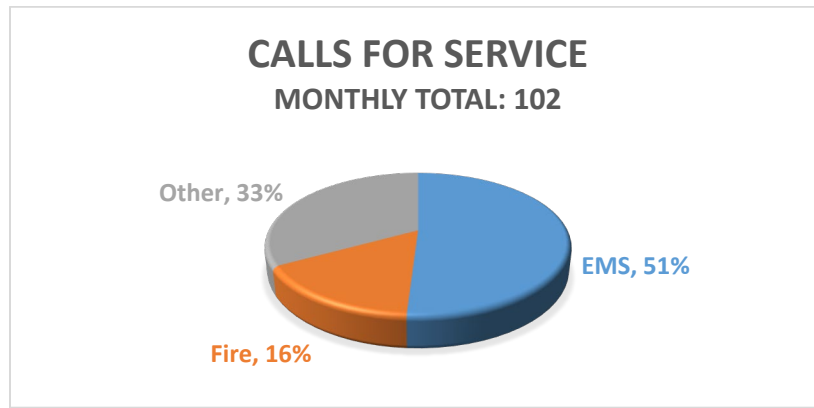
Summary of Significant Events:

- Members continue certification testing.

**Daily Operations**

Summary of Significant Events:

- Wildland Deployment to the Moss Mountain Fire in Oregon
- Wildland Deployment to the Alexander Fire in Colorado
- Wildland Deployment to California



**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

Nothing to report

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**APPENDIX A**  
**OLD BUSINESS DOCUMENTS**

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**APPENDIX B**  
**NEW BUSINESS DOCUMENTS**

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BLACK FOREST FIRE RESCUE  
PROTECTION DISTRICT  
MONTHLY REPORT

BFFRPD BOARD OF DIRECTORS & STAFF  
SEPTEMBER 18<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**

**09/18/2024**

**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 – August 21st, 2024, regular meeting, and September 5, 2024, special meeting.
4. Presentation of 2023 Audit by Tom Sistare.
5. Financial report – Treasurer Jack Hinton
6. Department report presented by Department Staff
7. Old Business: Impact Fees
8. New Business: Fire Drill Ground, Exclusion
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. Executive Session - §24-6-402(4)(b), C.R.S., to receive legal advice regarding personnel matters that have been subject to investigations.
14. Potential formal action regarding items discussed during executive session referenced above.
15. Adjournment.

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

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

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**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 August 21, 2024, 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: R. Dunn/L. Emry/D. Arkowski/fire department personnel and family/community members/Linda Glesne, attorney CEGR Law

**Roll Call:** All directors were present.

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

**Financial Reports** The financial report was provided by Treasurer Hinton. Total taxes received were \$92,903; spending is currently at 52 percent of the budget, and cash on hand is \$9,694,809. A motion was made and seconded to approve the financial reports; the motion carried unanimously.

**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 last month were ambulance receipts-\$18,785, tax revenues-\$92,903.
- Notable expenses were PPRCN annual renewal - \$7,290, CEGR - \$30,488, headset system for the truck - \$8,854.
- Monthly hours worked – 8,085 (24 hours overtime, 52 hours deployment).

**Logistics & Planning – Section Lead Rachel Dunn:**

- Toughbook for Gavin to allow accessing software for fleet maintenance.
- Fleet Management – routine maintenance.
- Gavin continues to price building out a type 3.
- Gavin is working on electrical issues on 731.

**Operations – Section Lead Rachel Dunn**

- Training hours – 1,383 hours last month, and continuing certifications.
- Ms. Dunn met with the State to look at system to monitor employees progress on certifications and reciprocities.
- Crew deployed to Moss Mountain Fire in Oregon.
- Single resource deployment to Alexander Fire in Colorado.
- Single resource deployment to California with Cimarron Hills FD.
- Monthly calls – 102.
- EDARP participation at 100%; work completed by three members.
- Two members still in CSFD Plans Review Academy.

**Old Business** None.

**New Business** Chair Dowden stated that at the July board meeting, he and Vice Chair Tarvainen were authorized to identify and negotiate with qualified individuals to perform the duties of interim operation chief for a limited duration of time. Two qualified individuals were identified – Chiefs Josh Bartlett and David Rocco from the Colorado Springs FD. They are sharing the duties and began working on August 1 and we entered into a contract with them for a limited duration of time. A motion was made by Vice Chair Tarvainen to ratify the hiring contract with Chiefs Bartlett and Rocco; motion seconded; motion carried unanimously.

**Board Member Reports** None.

**Correspondence** Thank you notes were received for calls to assist citizens and for providing a tour of the station and equipment for local children.

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## RECORD OF PROCEEDINGS

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**Public Comments** Prepared comments were delivered in support of Deputy Chief Piepenburg and Training Captain Torres by family members who were present. The comments were directed at perceived unfair treatment of the two fire officers, pointing out their exemplary service and dedicated history with the fire service. The speakers also complained that the two fire officers did not receive explanations for the sudden order of administrative leave and have not been contacted by anyone in the district concerning this event. It was reported that Captain Torres had personal training equipment at the fire station and has not been allowed to retrieve it. It was alleged that there may be board members protecting the chief's activities, and that a board member had given information to the media.

Ryan Haynie, a fire district board member from Del Norte FPD addressed the meeting via Zoom, urging the board to take care of their citizens and employees and guarantee fairness and a safe environment for the firefighters so that all will feel safe to report problems.

Fire member Alvarado requested that more time be allowed for public comment when the board reconvenes after the executive session.

**Future Meetings** The Volunteer Pension Board of Trustees annual meeting will be on September 18, 2024, at 7:00 p.m., followed immediately by the next regular board meeting.

Chair Dowden, advising that the board of directors would now be adjourning into two successive executive sessions, made a motion:

**I move that the board enter Executive Session for the purpose of receiving advice from legal counsel on specific legal questions related to an ongoing investigation of complaints within the fire department, as authorized by §24-6-402(4)(b), C.R.S. The motion was seconded and upon a vote was approved unanimously.**

At the conclusion of this action, a second executive session will be conducted as follows:

**I move that the board enter Executive Session for the purpose of discussing personnel matters involving the fire chief, as authorized by §24-6-402(4)(f), C.R.S. The motion was seconded and upon a vote was approved unanimously.**

The board adjourned into executive session at 7:33 p.m.

The board returned to public session at 11:26 p.m. and Chair Dowden thanked the public for waiting and announced that the board did not deviate from the defined purposes of the executive session. Mr. Dowden stated that some board actions would be authorized. **A motion was made to accept the results of the investigative report prepared under the auspices of the CEGR law firm, and that this closes the investigation of the allegations brought to the board of directors on June 28, 2024; motion was seconded; vote was called and motion carried unanimously.**

**A motion was made to authorize Attorney Linda Glesne to negotiate the terms of departure for Chief PJ Langmaid; motion seconded; upon a vote the motion carried unanimously.**

**A motion was made to pursue the contracting of an interim fire chief for the Black Forest Fire/Rescue Protection District; motion seconded; motion carried with a unanimous vote.**

**A motion was made to commence a second investigation for the purpose of investigating allegations that were brought forward against Deputy Chief Piepenburg and Captain Torres during the initial investigation, and extend their paid administrative leave until the completion of this second investigation, and direct legal counsel to provide written information to the individuals for this subsequent investigation; motion seconded; a vote was called and the motion carried unanimously.**

Director Jim Abendschan made a statement concerning accusations directed at him, advising the parties concerned that he had not spoken to the media about anything involved in this matter, and that he does not know how the media learned of his name.

**Adjournment** There being no further business, **upon a motion, second, and vote, the board adjourned at 11:32 p.m.**

**RECORD OF PROCEEDINGS**

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Respectfully submitted,

Donna Arkowski  
Recording Secretary

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**RECORD OF PROCEEDINGS**

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**MINUTES OF A SPECIAL 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 special board meeting on September 5, 2024, 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: R. Dunn/D. Arkowski/fire department personnel/Dakota Spence-Zurek, Legal representative of CEGR Law

**Roll Call:** All directors were present.

**A motion was made to adjourn into executive session, pursuant to §24-6-402(4)(b), C.R.S., to receive legal advice regarding the departure of the Fire Chief and appointment of an Interim Fire Chief; motion was seconded; motion was carried unanimously.** The board adjourned into executive session at 7:11 p.m. Per the request of Attorney Linda Glesne, the executive session proceedings were not recorded, with Attorney Dakota Spence-Zurek in attendance and noting that all five Directors were present, as well as Donna Arkowski, the recording secretary.

The board reconvened in public session at 8:13 p.m. Attorney Spence-Zurek announced that the five Directors and Ms. Arkowski were present throughout the executive session, along with himself, and that discussion stayed on topic.

Chair Dowden stated that the district is in need of an interim fire chief, and the board authorized pursuing this appointment in their August meeting. Based on the current configuration, a short-term appointment is needed to allow the board time to conduct a search for a permanent fire chief. An interim appointment will help the district to organize and return to normal operations. **A motion was made to appoint Josh Bartlett to fill the interim fire chief position; motion was seconded; motion carried unanimously by voice vote.**

Mr. Bartlett's position with Black Forest will be an interim appointment, and he will maintain his career with the Colorado Springs Fire Department. He has been assisting the BFFD as an interim operational chief and is willing to accept the interim fire chief position to help BFFD regain their footing. Mr. Bartlett has the necessary background and skills to provide the expertise needed by BFFD at this time.

**Adjournment** There being no further business, the board adjourned at 8:23 p.m.

Respectfully submitted,

Donna Arkowski  
Recording Secretary



**Black Forest Fire/Rescue Protection District**  
**Budget vs. Actuals: Budget\_FY24\_P&L - FY24 P&L**  
**January - August, 2024**

	Total		
	Actual	Budget	% of Budget
<b>Income</b>			
100 Operating Revenues	132,665	195,000	68.03%
200 Non-Operating Revenues	5,610,445	5,772,111	97.20%
<b>Total Income</b>	<b>\$ 5,743,110</b>	<b>\$ 5,967,111</b>	<b>96.25%</b>
<b>Gross Profit</b>	<b>\$ 5,743,110</b>	<b>\$ 5,967,111</b>	<b>96.25%</b>
<b>Expenses</b>			
300 General Finance Branch	254,734	283,174	89.96%
320 Administrative Branch	19,908	32,164	61.90%
340 Total Compensation Branch	1,911,305	3,367,444	56.76%
342 Benefits	556,898	796,152	69.95%
400 General Logistics Branch	17,446	28,896	60.37%
420 Information Technology Branch	38,027	43,873	86.67%
440 Communications Branch	28,585	54,449	52.50%
460 Fleet Services Branch	76,245	117,195	65.06%
480 Facilities Branch	71,991	130,541	55.15%
490 Personal Protective Equipment (PPE) Branch	43,742	93,813	46.63%
500 Operations Branch	51,437	102,458	50.20%
520 Training Branch	43,759	79,550	55.01%
600 General Planning Branch	0	49,106	0.00%
620 Community Risk Branch	1,310	550	238.18%
640 Investigations & Inspections Branch	0	1,777	0.00%
660 Documentation Unit	15,517	20,735	74.83%
680 Capital Procurement Branch	349,850	708,593	49.37%
700 Command Sections	86,061	99,605	86.40%
Uncategorized Expense	56	0	
<b>Total Expenses</b>	<b>\$ 3,566,869</b>	<b>\$ 6,010,075</b>	<b>59.35%</b>
<b>Net Operating Income</b>	<b>\$ 2,176,241</b>	<b>\$ (42,964)</b>	<b>-5065.27%</b>
<b>Other Income</b>			
104 Deployments	6,540	1,061,982	0.62%
<b>Total Other Income</b>	<b>\$ 6,540</b>	<b>\$ 1,061,982</b>	<b>0.62%</b>
<b>Other Expenses</b>			
800 Deployment Program	207,446	1,019,017	20.36%
901 Principal Payments	31,661	0	
902 Interest Payment	12,217	0	
<b>Total Other Expenses</b>	<b>\$ 251,325</b>	<b>\$ 1,019,017</b>	<b>24.66%</b>
<b>Net Other Income</b>	<b>\$ (244,784)</b>	<b>\$ 42,965</b>	<b>-569.73%</b>
<b>Net Income</b>	<b>\$ 1,931,456</b>	<b>\$ 1</b>	<b>193145644.00%</b>





## Black Forest Fire Rescue Protection District

Balance Sheet  
As of August 31, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1000 FNB - Operations Checking	3,392,042
1005 MMDA First National Bank	139,122
1010 FNB - Emergency Reserve	200,782
1015 FNB - Capital Improvement	94,861
1020 FNB - Tabor	178,321
1030 Deployment Ops	307,836
<b>Total Bank Accounts</b>	<b>\$4,312,964</b>
Accounts Receivable	
1200 Accounts Receivable	300
<b>Total Accounts Receivable</b>	<b>\$300</b>
Other Current Assets	
1204 Property Taxes Receivable	4,969,010
<b>Total Other Current Assets</b>	<b>\$4,969,010</b>
<b>Total Current Assets</b>	<b>\$9,282,274</b>
<b>TOTAL ASSETS</b>	<b>\$9,282,274</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	26,092
<b>Total Accounts Payable</b>	<b>\$26,092</b>
Credit Cards	
2010 Divvy Payable	3,732
<b>Total Credit Cards</b>	<b>\$3,732</b>
Other Current Liabilities	
2056 Accrued Wages	2,053
2091 Deferred Property Taxes	4,969,010
<b>Total Other Current Liabilities</b>	<b>\$4,971,063</b>
<b>Total Current Liabilities</b>	<b>\$5,000,887</b>
<b>Total Liabilities</b>	<b>\$5,000,887</b>
Equity	
3000 Beginning Fund Balance	2,185,931
3001 Tabor Reserve	164,000
Net Income	1,931,456
<b>Total Equity</b>	<b>\$4,281,387</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$9,282,274</b>

## Department Report for August 2024

### DEPARTMENT SUMMARY

BRIEF OVERVIEW of August 2024

Fire Calls	EMS Calls	Training Hours
16	55	1590.75
Significant Incidents, Events, & Projects		
Wildland Deployment to Moss Mountain in Oregon		
Single Resource deployed to Willamette Complex in Oregon		

**FINANCE & ADMINISTRATIVE**

Section Lead: Lisa Emry

**Accounts Receivable/Payable (Costs)**

Notable Revenues this month:

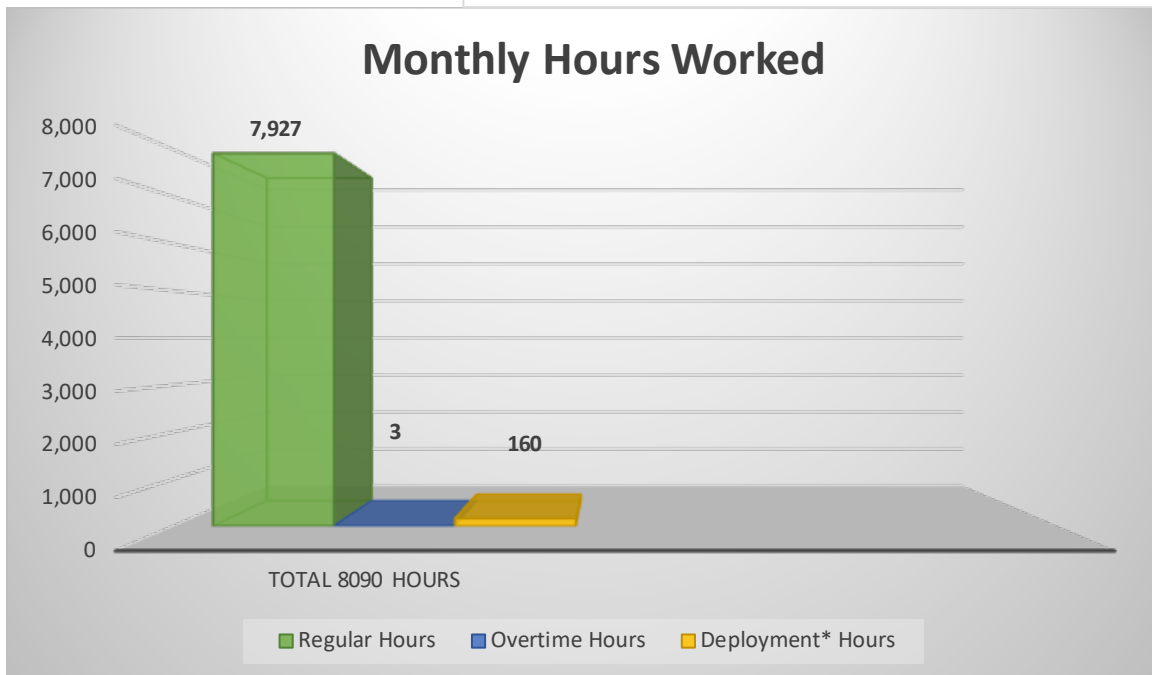
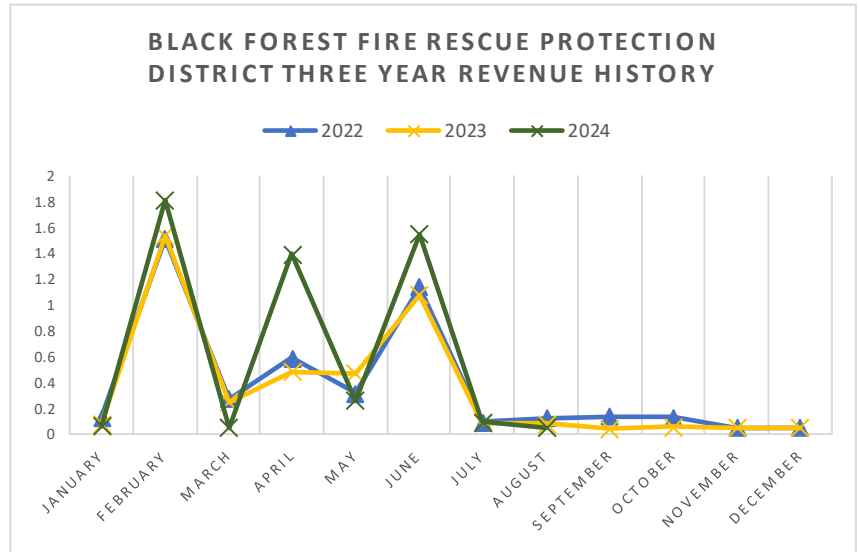
- Ambulance Revenue of \$25,406
- Total Tax Revenue of \$47,790

Notable Expenses this month:

- Paint job for new Brush Truck \$5,000
- Repairs to Engine \$15,596
- Annual renewal with Stryker \$7,123

**Public Affairs/Community Engagement**

**Time Reporting**



\* Denotes total deployment and deployment backfill hours

## LOGISTICS & PLANNING

Section Lead: Rachel Dunn

### Communications

- Verizon MDM project
- Yearly pager renewal

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

- Sold Vermeer - \$12,577.38
- Working on building out the Type 6
- Diagnosing electrical issues on 731.

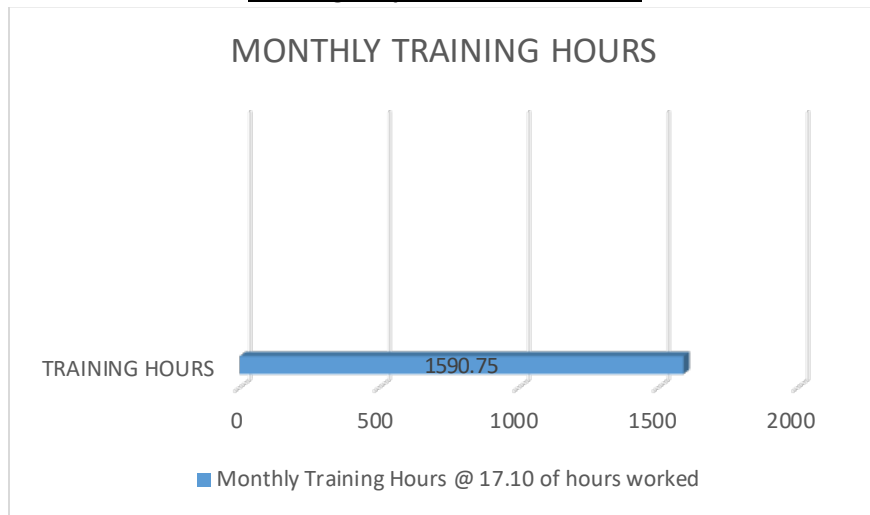
### Facilities

- Bay door repair station 1- replaced broken glass (6)
- Bay door repair station 1 – replaced damaged hardware (cables off drums/broken hinges)

**OPERATIONS**

Section Lead: Deputy Chief Chris Piepenburg

**Training: Captain Michael Torres**



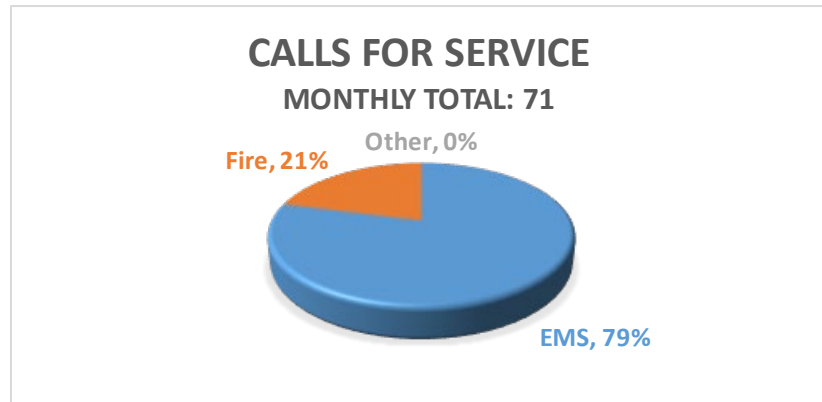
Summary of Significant Events:

- Members working on updating certifications

**Daily Operations**

Summary of Significant Events:

- Wildland Deployment to the Willamette Complex in Oregon
- Wildland Deployment to California
- Wildland Deployment to Moss Mountain in Oregon



**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**

Nothing to report

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## **APPENDIX A**

### **OLD BUSINESS DOCUMENTS**

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## **APPENDIX B**

### **NEW BUSINESS DOCUMENTS**

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BLACK FOREST FIRE RESCUE  
PROTECTION DISTRICT  
MONTHLY REPORT

BFFRPD BOARD OF DIRECTORS & STAFF  
OCTOBER 16<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**

**10/16/2024**

**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 – September 18, 2024.
4. Financial report – Treasurer Jack Hinton
5. Department report presented by Department Staff
6. Old Business: Fire Drill Ground
7. New Business: 2025 BFFRPD Budget, Fire Chief position advertisement and qualifications, Insurance differential, Indemnification Resolution
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 – 24-6-402(4)(b), C.R.S., to receive legal advice regarding personnel matter that have been subject to investigations ) and to discuss personnel matters involved Deputy Chief Piepenburg under 24-6-402(4)(f).
13. Adjournment

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

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

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**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 September 18, 2024, 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: R. Dunn/L. Emry/D. Arkowski/fire department personnel and family/community members/Linda Glesne and Dakota Spence-Zurek, attorneys from CEGR Law

**Roll Call:** All directors were present.

**Minutes** A motion was made and seconded to approve the board meeting minutes for the August 21, 2024 regular board meeting; upon a vote the motion carried unanimously.

A motion was made and seconded to approve the board meeting minutes for the September 5, 2024 special meeting; upon a vote the motion carried unanimously.

**Audit Report** The audit report for year ended December 31, 2023 was presented by Mr. Tom Sistare of Hoelting & Company, Inc. In an overview of the financial statements and the processes employed for the audit, Mr. Sistare reported his firm presented an unmodified, or clean, opinion of the fire district finances. He noted that reports reviewed, net cash position, reduced expenses, and good internal controls illustrate a sound financial position. **A motion was made and seconded to accept the results of the audit report; a vote was taken and the motion passed unanimously.**

**Financial Reports** The financial report was provided by Treasurer Hinton with an overview of the balance sheet as of August 31, 2024. Total assets are \$9,282,274. **A motion was made and seconded to approve the financial reports; the motion carried unanimously.**

**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 last month were ambulance receipts-\$25,406, tax revenues-\$47,790.
- Paint job – new brush truck \$5,000.
- Repairs to engine - \$15,596.
- Annual renewal with Stryker - \$7,123.
- Meeting next week with Lexipol and Chief Bartlett.
- Monthly hours worked – 8,090 (3 hours overtime, 160 hours deployment).

**Logistics & Planning – Section Lead Rachel Dunn:**

- Working on Verizon MDM project.
- Annual pager renewal.
- Sold Vermeer - \$12,577.
- EVT Smith working on building out the Type 6 and diagnosing electrical issues on 731.
- Bay door repairs continue (broken glass, damaged hardware). Doors are too heavy, resulting in repeated repair issues.
- Training hours – 1,591 hours last month.
- Deployments to Willamette, OR and Moss Mountain, OR
- Monthly calls – 71.
- EDARP participation at 100%; work completed by three members.
- Two members still in CSFD Plans Review Academy.

**Old Business** Impact fees were considered as a topic in Old Business, but this will be tabled until the next regular board meeting. Attorney Glesne will be consulted on this matter.

**New Business** Fire drill ground; Chief Bartlett has identified some issues with the condition of the fire drill ground, which has been reviewed by members of the board of directors. Chief Bartlett explained that the NFPA has standards for this area of fire departments, and BFFD is somewhat

## RECORD OF PROCEEDINGS

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outside these standards at present. Training grounds present liabilities and to ensure they meet NFPA standards will require some expenditures. These costs can be shared with other departments who use the grounds. An academy is scheduled to begin in January 2025, and modifications to the training area will be needed to ensure a safe and appropriate fire drill ground.

A new request for an exclusion of 128 properties in Aspen Meadows was reviewed by the board. The area is between Cowpoke Road and Forest Meadows. This was for information only, as no action is required at this time. Attorney Glesne will be notified.

**Board Member Reports** None.

**Correspondence** None.

**Public Comments** Linda Smith asked about the status of two new trucks that had been purchased that needed to be painted. The trucks have been painted and are being built out. They will be in service in November and in the spring.

**Future Meetings** The next regular board meeting will be October 16, 2024, at 7:00 p.m.

Chair Dowden, advising that the board of directors would now be adjourning into executive session, made a motion:

**I move that the board enter Executive Session for the purpose of receiving advice from legal counsel on specific personnel matters related to an ongoing investigation within the fire department, as authorized by §24-6-402(4)(b), C.R.S. The motion was seconded and upon a vote was approved unanimously.**

Following the executive session, there may be potential formal board action. The board adjourned into executive session at 7:58 p.m. In attendance were Directors Dowden, Tarvainen, Hinton, Abendschan, and Behnken; also attending were Attorneys Linda Glesne and Dakota Spence-Zurek and recording secretary Donna Arkowski. At the request of Attorney Glesne, the executive session was not recorded, and a certification will be provided at the end.

Attorney Glesne provided a certification of the proceedings stating the board members confined their discussion to the matter authorized and did not stray from that topic.

The board returned to public session at 9:06 p.m. **A motion was made to authorize Chair Dowden to execute the terms of the separation agreement with PJ Langmaid as presented by legal counsel; motion was seconded; a vote was called and the motion carried unanimously.**

Chair Dowden noted that the board did receive an update on the ongoing investigation by legal counsel, and the matter is progressing expeditiously. There is no timeline available at this time, and legal counsel will be reaching out to individuals to apprise them of the current status.

**Adjournment** There being no further business, **upon a motion, second, and vote, the board adjourned at 9:08 p.m.**

Respectfully submitted,

Donna Arkowski  
Recording Secretary



## Black Forest Fire Rescue Protection District

Balance Sheet  
As of September 30, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1000 FNB - Operations Checking	2,976,768
1005 MMDA First National Bank	139,239
1010 FNB - Emergency Reserve	201,146
1015 FNB - Capital Improvement	95,033
1020 FNB - Tabor	178,644
1030 Deployment Ops	307,836
<b>Total Bank Accounts</b>	<b>\$3,898,667</b>
Accounts Receivable	
1200 Accounts Receivable	12,082
<b>Total Accounts Receivable</b>	<b>\$12,082</b>
Other Current Assets	
1204 Property Taxes Receivable	4,969,010
1205 County Taxes Receivable	46,762
<b>Total Other Current Assets</b>	<b>\$5,015,772</b>
<b>Total Current Assets</b>	<b>\$8,926,521</b>
<b>TOTAL ASSETS</b>	<b>\$8,926,521</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	(12,835)
<b>Total Accounts Payable</b>	<b>\$ (12,835)</b>
Credit Cards	
2010 Divvy Payable	81
<b>Total Credit Cards</b>	<b>\$81</b>
Other Current Liabilities	
2055 Federal Tax Payable-Employee	8
2056 Accrued Wages	2,053
2091 Deferred Property Taxes	4,969,010
<b>Total Other Current Liabilities</b>	<b>\$4,971,071</b>
<b>Total Current Liabilities</b>	<b>\$4,958,317</b>
<b>Total Liabilities</b>	<b>\$4,958,317</b>
Equity	
3000 Beginning Fund Balance	2,185,931
3001 Tabor Reserve	164,000
Net Income	1,618,273
<b>Total Equity</b>	<b>\$3,968,204</b>

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	TOTAL
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$8,926,521</b>

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**Black Forest Fire/Rescue Protection District  
Budget vs. Actuals: Budget\_FY24\_P&L - FY24 P&L  
January - September, 2024**

	Total		
	Actual	Budget	% of Budget
<b>Income</b>			
100 Operating Revenues	164,976	195,000	84.60%
200 Non-Operating Revenues	5,706,089	5,772,111	98.86%
<b>Total Income</b>	<b>\$ 5,871,065</b>	<b>\$ 5,967,111</b>	<b>98.39%</b>
<b>Gross Profit</b>	<b>\$ 5,871,065</b>	<b>\$ 5,967,111</b>	<b>98.39%</b>
<b>Expenses</b>			
300 General Finance Branch	259,331	283,174	91.58%
320 Administrative Branch	24,240	32,164	75.37%
340 Total Compensation Branch	2,178,159	3,367,444	64.68%
342 Benefits	587,513	796,152	73.79%
400 General Logistics Branch	17,713	28,896	61.30%
420 Information Technology Branch	39,444	43,873	89.90%
440 Communications Branch	30,091	54,449	55.26%
460 Fleet Services Branch	86,975	117,195	74.21%
480 Facilities Branch	93,736	130,541	71.81%
490 Personal Protective Equipment (PPE) Branch	45,095	93,813	48.07%
500 Operations Branch	72,123	102,458	70.39%
520 Training Branch	47,500	79,550	59.71%
600 General Planning Branch	0	49,106	0.00%
620 Community Risk Branch	2,115	550	384.48%
640 Investigations & Inspections Branch	0	1,777	0.00%
660 Documentation Unit	15,517	20,735	74.83%
680 Capital Procurement Branch	349,850	708,593	49.37%
700 Command Sections	87,211	99,605	87.56%
Uncategorized Expense	56	0	
<b>Total Expenses</b>	<b>\$ 3,936,668</b>	<b>\$ 6,010,075</b>	<b>65.50%</b>
<b>Net Operating Income</b>	<b>\$ 1,934,396</b>	<b>\$ (42,964)</b>	<b>-4502.37%</b>
<b>Other Income</b>			
104 Deployments	18,322	1,061,982	1.73%
<b>Total Other Income</b>	<b>\$ 18,322</b>	<b>\$ 1,061,982</b>	<b>1.73%</b>
<b>Other Expenses</b>			
800 Deployment Program	290,567	1,019,017	28.51%
901 Principal Payments	31,661	0	
902 Interest Payment	12,217	0	
<b>Total Other Expenses</b>	<b>\$ 334,445</b>	<b>\$ 1,019,017</b>	<b>32.82%</b>
<b>Net Other Income</b>	<b>\$ (316,123)</b>	<b>\$ 42,965</b>	<b>-735.77%</b>
<b>Net Income</b>	<b>\$ 1,618,273</b>	<b>\$ 1</b>	<b>161827293.00%</b>



## Department Report for September 2024

### DEPARTMENT SUMMARY

BRIEF OVERVIEW of September 2024

Fire Calls	EMS Calls	Training Hours
4	47	1521.5
Significant Incidents, Events, & Projects		
Wildland Deployment with South Arkansas to Northern California		
Wildland Deployment to Coffeepot Fire in California		
Single Resource deployed to Lava Fire in Idaho		

**FINANCE & ADMINISTRATIVE**

Section Lead: Lisa Emry

**Accounts Receivable/Payable (Costs)**

Notable Revenues this month:

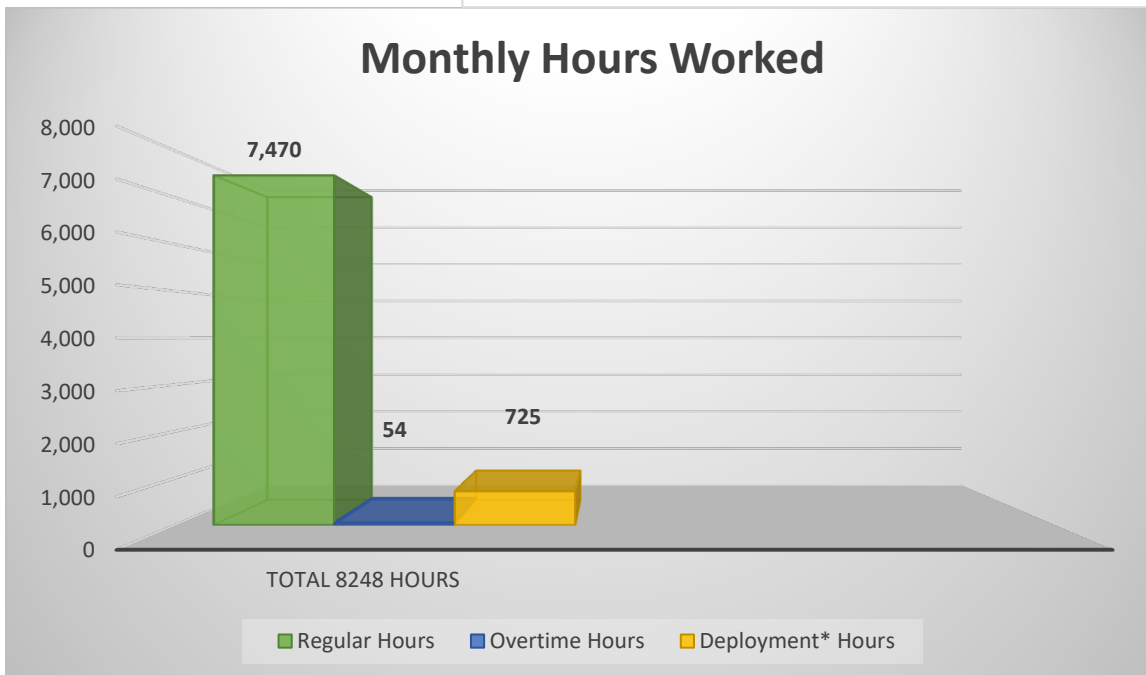
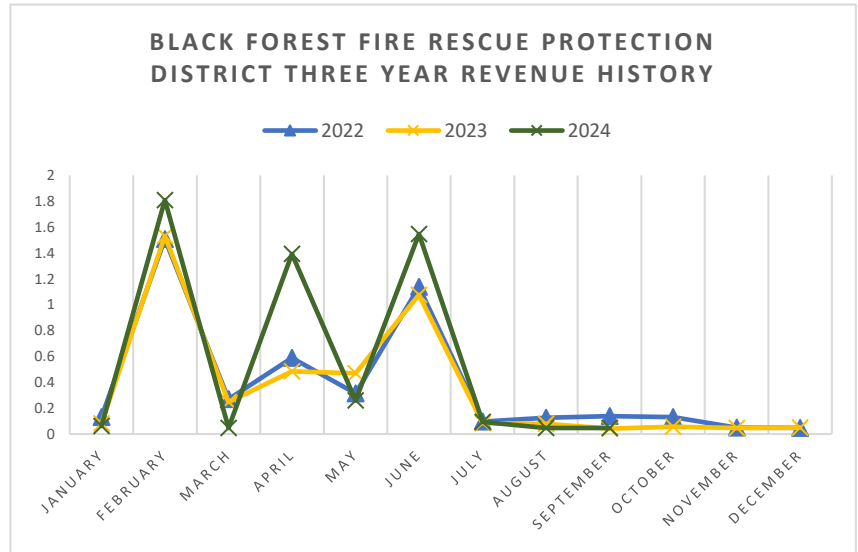
- Ambulance Revenue of \$33,505
- Total Tax Revenue of \$46,875

Notable Expenses this month:

- Station 2 recliners \$3,500
- Ladders for ariel \$13,307
- Asst. hardware for shop \$5,553

**Public Affairs/Community Engagement**

**Time Reporting**



\* Denotes total deployment and deployment backfill hours

## LOGISTICS & PLANNING

Section Lead: Rachel Dunn

### Communications

- Station Alerting testing

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

- Command Vehicles – Warranty and general service
- Working on building out the Type 6's
- Truck – Front Range and Sea Graves have advised they will not work on the truck.

### Facilities

- Training Grounds – walk through with Directors
- Station 2 improvements – kitchen items, washer/dryer and recliners

## OPERATIONS

Section Lead: Deputy Chief Chris Piepenburg

### Training: Captain Michael Torres



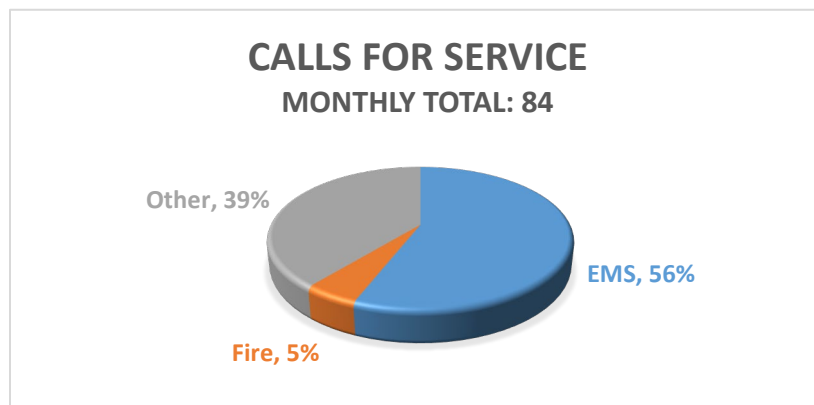
Summary of Significant Events:

- Members working on updating certifications

### Daily Operations

Summary of Significant Events:

- Wildland Deployment with South Arkansas to Northern California
- Wildland Deployment to Coffeepot Fire in California
- Single Resource deployed to Lava Fire in Idaho



**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**

Nothing to report

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## **APPENDIX A**

### **OLD BUSINESS DOCUMENTS**

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**APPENDIX B**  
**NEW BUSINESS DOCUMENTS**

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BLACK FOREST FIRE RESCUE  
PROTECTION DISTRICT  
MONTHLY REPORT

BFFRPD BOARD OF DIRECTORS & STAFF  
NOVEMBER 20<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**

**11/20/2024**

**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 – October 16<sup>th</sup> Board Meeting, November 2nd Special Meeting, and November 6<sup>th</sup>, Special Meeting.
4. Executive Session-24-6-402(4)(b), C.R.S. to receive legal advice regarding solicitation for Fire Chief.
5. Financial report – Treasurer Jack Hinton.
6. Department report presented by Department Staff.
7. Old Business: 2025 Budget, Mill Levy, Check Signers, Fire Chief Position Advertisement and Qualifications, Insurance Differential.
8. New Business: Interim Fire and Operations Chief contracts, Presentation by Firefighters, and PPS Joint Fire Academy.
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:

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**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 October 16, 2024, 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 (via Zoom)/C. Behnken  
Directors absent: None  
Also present: R. Dunn/L. Emry/D. Arkowski/fire department personnel and family/community members/Dakota Spence-Zurek, attorney from CEGR Law

**Roll Call:** All directors were present.

**Minutes** A motion was made and seconded to approve the board meeting minutes for the September 18, 2024 regular board meeting; upon a vote the motion carried unanimously.

Chair Dowden advised that the agenda would be revised because the board had received a statement from some of the department firefighters, and that matter would be moved to the top of the agenda. Mr. Dowden noted it has been nearly four months since the investigations and paid leaves have begun. The board cannot disclose confidential information that relates to the investigation of employee matters. The board has tried to maintain strict confidentiality, but personnel are hearing information on the local news. The board cannot control what the news media does, and they have used the Open Records Act to obtain information. Some direct questions will be addressed. Asking for clarity on the status of PJ Langmaid, as of 5:30 p.m. on October 10, 2024, Mr. Langmaid is fully separated from the Black Forest Fire Department and no longer an employee of the district.

Regarding the investigation of Deputy Chief Piepenburg, the board is not conducting the investigation; it is being conducted by an unbiased third party and the report was to be presented today and covered at tonight's meeting. However, this morning Mr. Piepenburg notified the board that he has considered his position with the fire department and has elected to resign immediately, which he did this morning. This information amends the agenda and an executive session on Mr. Piepenburg's investigation report will not be needed. The investigation reports are confidential and will not be released. They are not the property of the board, and will remain with the third-party investigator and legal counsel.

The board was questioned regarding the investigation of Captain Michael Torres and the response is that the investigation is still ongoing and no information is available.

Questions were received concerning the process used by the board in selecting an interim fire chief, Josh Bartlett, who is a fire officer with the Colorado Springs FD. Chief Bartlett was chosen to lead BFFD based on his stellar credentials and fire officer certifications. His experience and background with the CSFD made him an excellent choice for this temporary posting. The hiring of a permanent chief is upcoming and anyone may apply. Advertising for the position will be formulated according to Title 32 provisions.

Communications from the board will adhere to the chain of command model, meaning the board will pass information to the chief who will pass information to the department.

Chair Dowden asked to move an executive session up in the agenda. **A motion was made for the board to adjourn into executive session per §24-6-402(4)(b), C.R.S. to receive legal advice on the ongoing investigation from Attorney Spence-Zurek; the motion was seconded; upon a vote the motion carried unanimously.** The board adjourned into the conference room at 7:23 p.m. for the executive session. Present were all five directors, Chief Josh Bartlett, recording secretary Donna Arkowski, and Attorney Spence-Zurek. Per the direction of the attorney, the session was not recorded. The recorder was turned off at 7:26 p.m.

The executive session concluded at 7:55 p.m., with Attorney Spence-Zurek certifying that the five board directors, Chief Bartlett and recording secretary Ms. Arkowski and Attorney Spence-Zurek were present for the entire executive session and the discussion stayed on topic throughout. The board then reconvened in open session and the agenda of the meeting resumed.

## RECORD OF PROCEEDINGS

**Financial Reports** The financial report was provided by Treasurer Hinton with an overview of the balance sheet as of September 30, 2024. Total assets are \$8,926,521 and the budget is at 65% of total expenses. **A motion was made and seconded to approve the financial reports; the motion carried unanimously.**

**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 last month were ambulance receipts-\$33,505, tax revenues-\$46,875.
- Expenses – station 2 recliners \$3,500.
- Ladders for the aerial truck - \$13,307.
- Misc. hardware for shop - \$5,553.
- Monthly hours worked – 8,248 (54 hours overtime, 725 hours deployment).

**Logistics & Planning – Section Lead Rachel Dunn:**

- Station alerting testing soon.
- Fleet management – warranty and general service.
- Working on building out Type 6s.
- Front Range and Seagrave have advised they will not work on the aerial electrical.
- The aerial has electrical problems raising the ladder; Pierce will not work on the apparatus and BFFD cannot find any business who will work on the aerial. Truck has been here 2 years.
- Type 6s due end of November and January.
- Type 3 has been painted.

**Training – Chief Josh Bartlett**

- 1521.5 hours of training
- Certifications are being surveyed for compliance
- Multiple deployments
- 84 calls in last month
- EDARP participation at 100%

**Captain Alvarado Presentation**

A FEMA grant was awarded to BFFD on July 8, 2024 for \$198,400, and the district must contribute \$18,036.37. The grant award is for the purchase of SCBA equipment units and board authority is required to place the order and guarantee the matching funds of \$18,036.37. **A motion was made to have the district provide matching funds of \$18,036.37 for the purchase of the SCBA equipment; motion was seconded; motion was carried unanimously.**

**Old Business** Fire drill ground: Chief Bartlett has identified issues with the condition of the fire drill ground, which has been reviewed by members of the board of directors. Chief Bartlett explained that the NFPA has standards for this area of fire departments, and BFFD is outside these standards at present. Chief Bartlett addressed the MOU between BFFD and Pikes Peak State College to conduct training on the fire drill grounds, which are in need of maintenance. Work is currently in progress with tasks needing completion. Liability insurance coverage is needed for this matter on the part of BFFD and PPSC, and approximately \$20,000 will be needed to bring the fire ground up to standards before January when the fire academy begins. These costs can be shared with other departments who use the grounds. There was consensus that PPSC be advised that the drill ground may not be in acceptable condition in January, and the college should consider another site for the academy. An academy is scheduled to begin in January 2025, and modifications to the training area will be needed to ensure a safe and appropriate fire drill ground.

RB Excavation has been paid \$11,000 to date for drill ground work, in three separate payments, all less than \$5,000 each to avoid alerting the board that Chief Langmaid was exceeding his limit of \$5,000 individual expenditures. RB was also allowed to fuel their vehicles from the BFFD fuel tanks. They currently owe BFFD unfulfilled hours of labor.

The board requested data indicating the square footage of the fire drill ground area and the perimeter of this area. **A motion was made and seconded to approve an expenditure of \$20,000 from account 522.1 for corrective maintenance on the fire drill ground area, recognizing that there is still labor due from RB Excavation and that there will be fuel costs in addition to the \$20,000. A vote was called and the motion carried unanimously.**

**Public Comment** Chair Dowden moved public comments up in the agenda, inviting comments from



## RECORD OF PROCEEDINGS

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those who may not want to wait for the board to finish New Business discussions on the agenda. There were questions regarding the length of time the investigations would continue for some personnel. Mr. Dowden stated that the investigator is working very efficiently and it is hoped that the matter will be closed soon. Regarding who the investigator will talk to, the board is not aware of how those decisions are made.

**New Business** Lt. Brandon Jones queried the board regarding the 2024 wage and leave schedule concerning an insurance differential compensatory amount that was available if a member of the fire department has health insurance from another source. Under this policy, employees may opt in to receive an amount of \$3,797 per year in lieu of insurance. If an employee has full insurance through the department, it costs the district over \$8,600 per year per insured employee. If an employee opts out the district saves money. This differential policy was included in the 2022 and 2023 budgets, but was removed from the 2024 budget. Lt. Jones asked the board to review this. Chair Dowden will review why the differential was removed from the 2024 wage and leave schedule and does not know of or remember any discussion on the matter. The board will investigate this and is amenable to returning this differential into district policy. The chief does not have authority to make this change. Lt. Jones was thanked for bringing this matter forward, and all personnel were encouraged to come forward when they believe they have a legitimate concern.

**2025 Budget** Chief Bartlett addressed the need for classification of some budget items and the receipt of data from the County. He also noted that training expenditures will be more in line with what the department needs and does, and that more information on the wage structure is needed along with expectations for a permanent fire chief. There was also discussion on understanding employee classifications and pay grades.

**Permanent Chief Position** The process for hiring a permanent fire chief may be handled in various ways and using differing criteria for identifying qualifications. Considerations for required qualifications and salary expectations depend on the location of the department, department size, certification requirements, and comparisons with other departments. The board will meet in a work session on Saturday, November 2, 2024, from 10 a.m. to 2 p.m. to consider what the qualifications will be for a permanent chief. Mr. Dowden will determine what the legal recommendations are for job posting requirements, notifications, and language.

**Indemnification Resolution** Resolution 2024-03 was considered, a resolution providing for the indemnification of directors, officers and the employees of the district. This resolution was created to provide appropriate indemnification for Chief Josh Bartlett's position relating to the district interests, acts, and so forth as he represents the Black Forest Fire/Rescue Protection District in his position as interim fire chief. **A motion was made to adopt Resolution 2024-03, a resolution providing for the indemnification of directors, officers and the employees of the district; motion was seconded; a vote was called and the motion carried unanimously.**

**Board Member Reports** None.

**Correspondence** Former Fire Chief Bob Harvey has approached BFFD for the purpose of making a presentation on behalf of the Flying Horse North developer who wants to purchase a tender in lieu of providing cisterns within the development.

Treasurer Hinton notified the meeting that former chairman of the board, Ed Bracken, and his wife Nancy, both died unexpectedly in early October.

**Future Meetings** The next regular board meeting will be November 20, 2024, at 7:00 p.m. The board will hold a work session covering qualifications of a permanent fire chief on November 2, 2024, from 10 am to 2 pm.

**Adjournment** There being no further business, **upon a motion, second, and vote, the board adjourned at 10:09 p.m.**

Respectfully submitted,

Donna Arkowski  
Recording Secretary

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**RECORD OF PROCEEDINGS**

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**MINUTES OF A SPECIAL 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 special board meeting on November 2, 2024, such meeting duly posted for public notice.

A quorum present, the meeting was called to order at 2:35 p.m. by Chair Dowden.

Directors present: N. Dowden/K. Tarvainen/J. Hinton/J. Abendschan/C. Behnken  
Directors absent: None  
Also present: L. Emry/D. Arkowski/fire department personnel and family members/Dakota Spence-Zurek, Legal representative of CEGR Law

**Roll Call:** All directors were present.

Chair Dowden announced that the board would be convening two executive sessions, the first pursuant to §24-6-402(4)(b), C.R.S. to receive legal advice regarding the findings of an investigation report. Following, a second executive session will be convened, pursuant to §24-6-402(4)(f), C.R.S. to discuss personnel matters pertaining to Training Captain Michael Torres. Regarding the second executive session, Captain Torres does have the ability to request that it be held in public session. Captain Torres agreed to meet in a closed executive session.

**A motion was made to adjourn into executive session, pursuant to §24-6-402(4)(b), C.R.S., to receive legal advice regarding the findings of an investigation report; motion was seconded; motion was carried unanimously.**

The board adjourned into the first executive session in the conference room at 2:45 p.m. to receive legal advice per §24-6-402(4)(b), C.R.S. Per the request of Attorney Dakota Spence-Zurek, the executive session proceedings were not recorded. The recorder was turned off at 2:46 p.m. with Attorney Spence-Zurek noting that all five directors were in attendance, as well as recording secretary Donna Arkowski, BFFD Chief Josh Bartlett, and Attorney Spence-Zurek. Attorney Linda Glesne also joined the meeting via Zoom at 3:35 p.m. At the conclusion of the executive session, the recorder was turned on at 3:50 p.m. and Attorney Glesne affirmed the session was conducted properly, that all five directors and Chief Bartlett and recording secretary Arkowski were in attendance throughout the session, along with Attorney Spence-Zurek, all attendees stayed on topic, and no actions were taken during the executive session. The board reconvened in open session at 3:54 p.m, announcing that the executive session pursuant to §24-6-402(4)(b), C.R.S. was completed.

The board announced that they would now be adjourning into a second executive session. **A motion was made to adjourn into executive session, pursuant to §24-6-402(4)(f), C.R.S. to discuss personnel matters pertaining to Training Captain Michael Torres; motion was seconded; motion carried unanimously.**

The board adjourned into executive session in the conference room at 4:00 p.m., with Captain Torres and two of his family members joining the five board members, Chief Bartlett, recording secretary Arkowski, and Attorney Spence-Zurek. All were informed that the only recording device to be allowed was that operated by Ms. Arkowski, and all other devices were collected and held outside the meeting room. The executive session began at 4:05 p.m.

The session was interrupted by Attorney Spence-Zurek at 4:37 p.m. who requested that the executive session pursuant to §24-6-402(4)(f), C.R.S. be halted, and that the board reconvene in executive session pursuant to §24-6-402(4)(b) at 4:39 pm to receive legal advice from counsel on specific legal questions. Captain Torres and his two family members were asked to leave the meeting. Per the request of counsel, the recording device was turned off at 4:40 p.m.

The executive session pursuant to §24-6-402(4)(b) was terminated at 5:07 p.m. Attorney Spence-Zurek affirmed that the executive session was conducted in accordance with statute, with all five directors, secretary Arkowski and Attorney Spence-Zurek present throughout the session, that the session was conducted properly and the discussion stayed on topic.

Captain Torres and his family members were invited back into the meeting room at 5:08 p.m. for a continuation of the executive session per §24-6-402(4)(f), an executive session convened for the

## RECORD OF PROCEEDINGS

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purpose of discussing personnel matters.

Chair Dowden, noting the need for the board to address a solution, declared the executive session at an end and stated the need for all to return to open session. The executive session ended at 5: 18 p.m. After a short break, the board reconvened in open session at 5:24 p.m., announcing that Director Behnken was required to leave the meeting for a previous obligation.

Chair Dowden noted that this special meeting was called to discuss Captain Torres and the need for more guidance for his role as a training captain. Based on all that has been learned from the investigation report, additional guidance is needed for Captain Torres. **A motion was made to return Captain Michael Torres to active status with the condition that Chief Bartlett will need to provide clarity, and if there is performance improvement required, development of a formal action plan outlining steps and measures to ensure expectations are met for a command staff member of our department; motion was seconded. Discussion: Comments made that more is expected from command staff than the behavior found in the investigation; it is unknown if it is appropriate for him to return to duty; a position that has authority over all personnel must behave appropriately at all times; believe that Chief Bartlett would be able to monitor and ensure a modification program; the board is accountable to what was learned in the investigation and must hold command staff to a higher level of accountability; unsure if a PIP would accomplish this. A vote was called: Director Abendschan – no; Director Tarvainen – no; Director Hinton – yes; Chair Dowden – yes. Vote is tied; motion fails.**

Comments from the floor pressed the board to accept more input from all employees on this matter. The board replied that in an investigation of this type, not every member of the organization is included in the discussion. This was handled by a third-party investigation and was out of the hands of the board.

**Based on information included in the investigation report, a motion was made recommending termination of Michael Torres; motion was seconded. Discussion: Comments noting that significant time and effort has been invested in the facts of this case and definitive action is needed to close the matter. A vote was taken: Director Abendschan – yes; Director Tarvainen – yes; Director Hinton – no; Chair Dowden – no. Vote is tied; motion fails.**

Chair Dowden advised that another special meeting will be called for this matter in search of a resolution. Information for a meeting will be posted on the [bffire.org](http://bffire.org) website.

Captain Torres is officially still on paid administrative leave.

Upon a motion, second, and vote, the meeting was adjourned at 5:41 p.m.

**Adjournment** There being no further business, the board adjourned at 5:41 p.m.

Respectfully submitted,

Donna Arkowski  
Recording Secretary



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**RECORD OF PROCEEDINGS**

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**MINUTES OF A SPECIAL 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 special board meeting on November 6, 2024, 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 (Zoom)  
Directors absent: None  
Also present: R. Dunn/L. Emry/D. Arkowski (Zoom)/fire department personnel and family members/Dakota Spence-Zurek, Legal representative of CEGR Law

**Roll Call:** All directors were present.

Chair Dowden announced that the board would be convening into executive session, pursuant to §24-6-402(4)(b), C.R.S. to receive legal advice regarding legal questions concerning an employee investigation.

**A motion was made to adjourn into executive session, pursuant to §24-6-402(4)(b), C.R.S., to receive legal advice regarding legal questions concerning an employee investigation; motion was seconded; motion was carried unanimously.**

The board adjourned into executive session in the conference room at 7:19 p.m. to receive legal advice per §24-6-402(4)(b). Per the request of Attorney Dakota Spence-Zurek, the executive session proceedings were not recorded. The recorder was turned off at 7:20 p.m. with Attorney Spence-Zurek noting that all five directors were in attendance, as well as Chief Josh Bartlett, recording secretary Donna Arkowski, and Attorney Spence-Zurek and Attorney Linda Glesne. At the conclusion of the executive session, the recorder was turned on at 8:10 p.m. and Attorney Spence-Zurek affirmed the session was conducted properly, that all five directors and recording secretary Arkowski were in attendance throughout the session, along with Attorneys Spence-Zurek and Glesne, all attendees stayed on topic, and no actions were taken during the executive session. The board reconvened in open session at 8:11 p.m., announcing that the executive session pursuant to §24-6-402(4)(b), C.R.S. was completed.

The board then adjourned into a second executive session concerning the fire chief position. **A motion was made to adjourn into executive session, pursuant to §24-6-402(4)(f), C.R.S. to discuss personnel matters pertaining to the fire chief position; motion was seconded; motion carried unanimously.** The board adjourned into executive session at 8:11 p.m. The recorder was on.

Chief Bartlett apprised the board with information he had gathered surrounding the methods and details to be used for posting the fire chief position. He advised that regarding a salary, a salary range is usually posted and this number may be changed as deemed fit. Salaries of neighboring departments were given for comparison purposes. A window will be used in the position notice. The higher wage will be reflected in the budget. The process will be a national search that allows for internal candidates. Time is of the essence and the board was encouraged to move very quickly with the chief posting.

Attorney Spence-Zurek added that the purpose of this executive session was not solely for deciding on how to post the chief position, but also includes matters that have become apparent within the department that the board members should be aware of. To wit, certifications of some staff members are not up-to-date nor accurate. In the case of inaccurate certifications, some members have been paid at the rate of a certification they did not hold. Some staff members are on notice that there is a deadline to remedy this situation. Some members have been demoted and moved to a correct pay scale. Pending correction of certification questions, some may be reinstated at their original position. Three paramedics had expired PALS certifications, and that has been remedied for all three. One firefighter-EMT was working without a state EMT certification. He was terminated from his FF-EMT position and moved into a wildland technician position. He is planning to challenge the national EMT certification and hoping to be reinstated as an FF-EMT. He is also planning to challenge the national paramedic test. Some members are lacking Colorado certifications, but may be allowed to perform specific job duties if they have those certifications from a different state. The lateral movement of personnel allows this strategy. Those who have out-of-state certifications will be given the opportunity to study and test for Colorado certificates.

The board concluded the executive session and returned to open session at 8:47 p.m., announcing that the executive session had been completed.



**RECORD OF PROCEEDINGS**

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**A motion was made to close all pending board authorized investigations; motion was seconded; motion carried unanimously.**

**A motion was made to terminate Michael Torres effective immediately; motion seconded; motion carried unanimously.**

Board action is concluded for this evening. The next board meeting will be November 20, 2024 at 7:00 p.m.

**Adjournment** Upon a motion, second, and vote, the meeting was adjourned at 8:54 p.m.

Respectfully submitted,

Donna Arkowski  
Recording Secretary



## Black Forest Fire Rescue Protection District

Balance Sheet  
As of October 31, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1000 FNB - Operations Checking	2,413,962
1005 MMDA First National Bank	139,359
1010 FNB - Emergency Reserve	201,146
1015 FNB - Capital Improvement	95,033
1020 FNB - Tabor	178,644
1030 Deployment Ops	307,836
<b>Total Bank Accounts</b>	<b>\$3,335,981</b>
Accounts Receivable	
1200 Accounts Receivable	11,512
<b>Total Accounts Receivable</b>	<b>\$11,512</b>
Other Current Assets	
1204 Property Taxes Receivable	4,969,010
1205 County Taxes Receivable	31,830
<b>Total Other Current Assets</b>	<b>\$5,000,840</b>
<b>Total Current Assets</b>	<b>\$8,348,333</b>
<b>TOTAL ASSETS</b>	<b>\$8,348,333</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	5,121
<b>Total Accounts Payable</b>	<b>\$5,121</b>
Credit Cards	
2010 Divvy Payable	345
<b>Total Credit Cards</b>	<b>\$345</b>
Other Current Liabilities	
2030 Pension Payable-Employee	12,100
2045 Deferred Compensation (457)	288
2055 Federal Tax Payable-Employee	29,734
2056 Accrued Wages	2,053
2081 SITW Payable	7,112
2091 Deferred Property Taxes	4,969,010
<b>Total Other Current Liabilities</b>	<b>\$5,020,297</b>
<b>Total Current Liabilities</b>	<b>\$5,025,764</b>
<b>Total Liabilities</b>	<b>\$5,025,764</b>
Equity	
3000 Beginning Fund Balance	2,185,931

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	TOTAL
3001 Tabor Reserve	164,000
Net Income	972,638
<b>Total Equity</b>	<b>\$3,322,568</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$8,348,333</b>

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**Black Forest Fire/Rescue Protection District  
Budget vs. Actuals: Budget\_FY24\_P&L - FY24 P&L  
January - October 2024**

	Total		
	Actual	Budget	% of Budget
<b>Income</b>			
100 Operating Revenues	180,972	195,000	92.81%
200 Non-Operating Revenues	5,738,801	5,772,111	99.42%
<b>Total Income</b>	<b>\$ 5,919,773</b>	<b>\$ 5,967,111</b>	<b>99.21%</b>
<b>Gross Profit</b>	<b>\$ 5,919,773</b>	<b>\$ 5,967,111</b>	<b>99.21%</b>
<b>Expenses</b>			
300 General Finance Branch	267,305	283,174	94.40%
320 Administrative Branch	25,954	32,164	80.69%
340 Total Compensation Branch	2,589,047	3,367,444	76.88%
342 Benefits	665,263	796,152	83.56%
400 General Logistics Branch	17,871	28,896	61.85%
420 Information Technology Branch	43,617	43,873	99.42%
440 Communications Branch	49,812	54,449	91.48%
460 Fleet Services Branch	87,715	117,195	74.84%
480 Facilities Branch	102,457	130,541	78.49%
490 Personal Protective Equipment (PPE) Branch	51,516	93,813	54.91%
500 Operations Branch	79,681	102,458	77.77%
520 Training Branch	58,295	79,550	73.28%
600 General Planning Branch	0	49,106	0.00%
620 Community Risk Branch	2,115	550	384.48%
640 Investigations & Inspections Branch	0	1,777	0.00%
660 Documentation Unit	15,517	20,735	74.83%
680 Capital Procurement Branch	349,850	708,593	49.37%
700 Command Sections	136,876	99,605	137.42%
Uncategorized Expense	10	0	
<b>Total Expenses</b>	<b>\$ 4,542,900</b>	<b>\$ 6,010,075</b>	<b>75.59%</b>
<b>Net Operating Income</b>	<b>\$ 1,376,874</b>	<b>\$ (42,964)</b>	<b>-3204.71%</b>
<b>Other Income</b>			
104 Deployments	26,656	1,061,982	2.51%
<b>Total Other Income</b>	<b>\$ 26,656</b>	<b>\$ 1,061,982</b>	<b>2.51%</b>
<b>Other Expenses</b>			
800 Deployment Program	439,756	1,019,017	43.15%
901 Principal Payments	31,661	0	
902 Interest Payment	12,217	0	
<b>Total Other Expenses</b>	<b>\$ 483,635</b>	<b>\$ 1,019,017</b>	<b>47.46%</b>
<b>Net Other Income</b>	<b>\$ (456,979)</b>	<b>\$ 42,965</b>	<b>-1063.61%</b>
<b>Net Income</b>	<b>\$ 919,894</b>	<b>\$ 1</b>	<b>91989426.00%</b>

## Department Report for October 2024

### DEPARTMENT SUMMARY

#### BRIEF OVERVIEW of October 2024

Fire Calls	EMS Calls	Training Hours
5	43	1277.50
Significant Incidents, Events, & Projects		
Wildland Deployment to Teller County		
FEMA Deployment to Hurricane Helene and Hurricane Milton		

**FINANCE & ADMINISTRATIVE**

Section Lead: Lisa Emry

**Accounts Receivable/Payable (Costs)**

Notable Revenues this month:

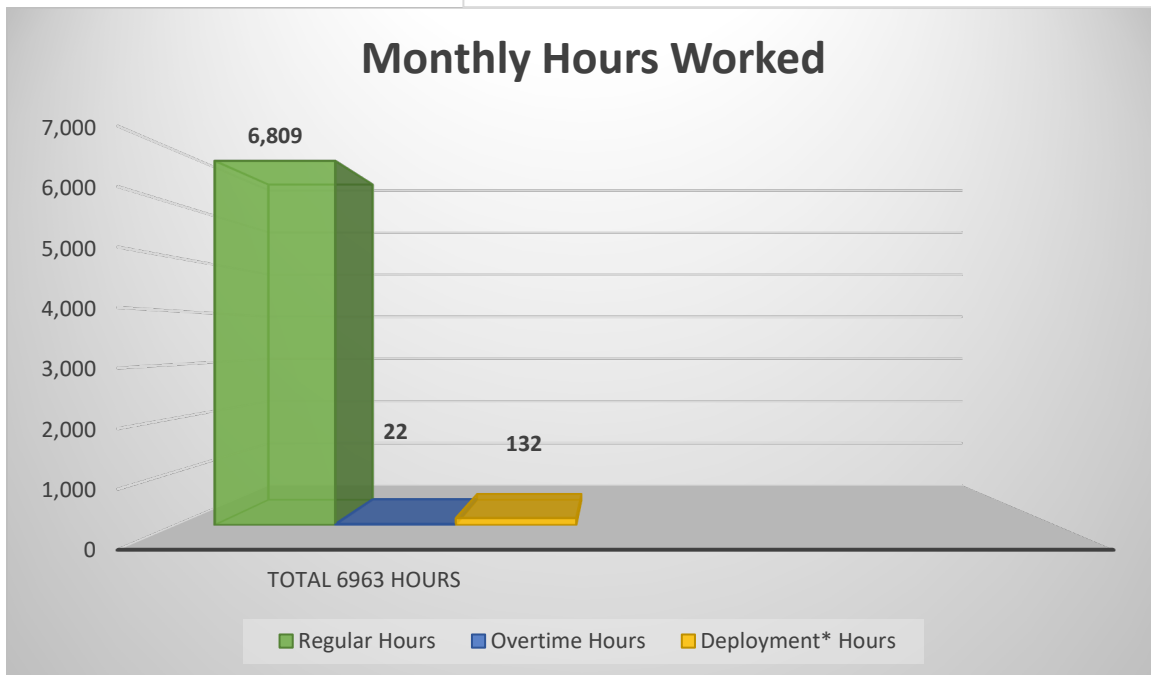
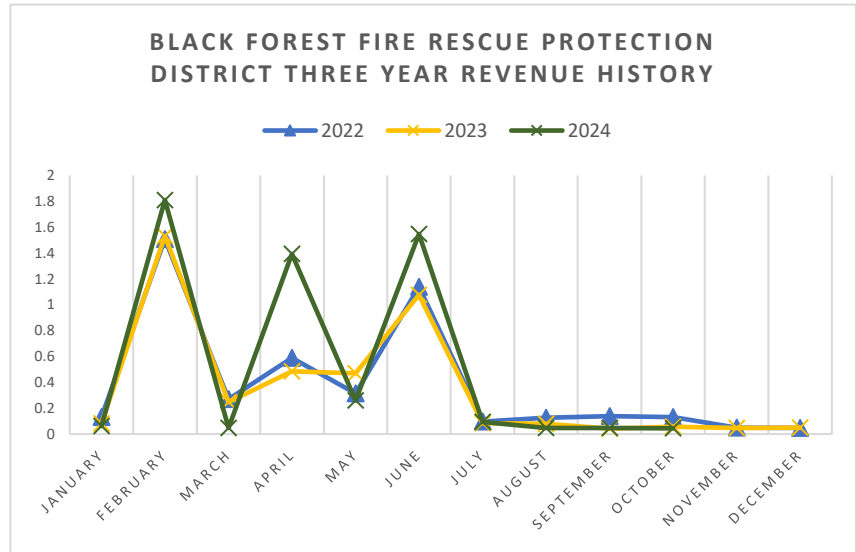
- Ambulance Revenue of \$15,996
- Total Tax Revenue of \$43,922

Notable Expenses this month:

- Tow from Wyoming \$2,187
- Fuel Pump \$1,535
- Post Deployment Repairs \$2,647

**Public Affairs/Community Engagement**

**Time Reporting**



\* Denotes total deployment and deployment backfill hours

## **LOGISTICS & PLANNING**

Section Lead: Rachel Dunn

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

- Command Vehicles – Warranty and general service
- Working on building out the Type 6's – center consoles
- Annual pump testing

### **Facilities**

- Training Grounds – dumpster for clean up
- Annual generator maintenance for both stations
- Station 2 – fixed tile in bathroom
- Station 2 – fixed septic tank

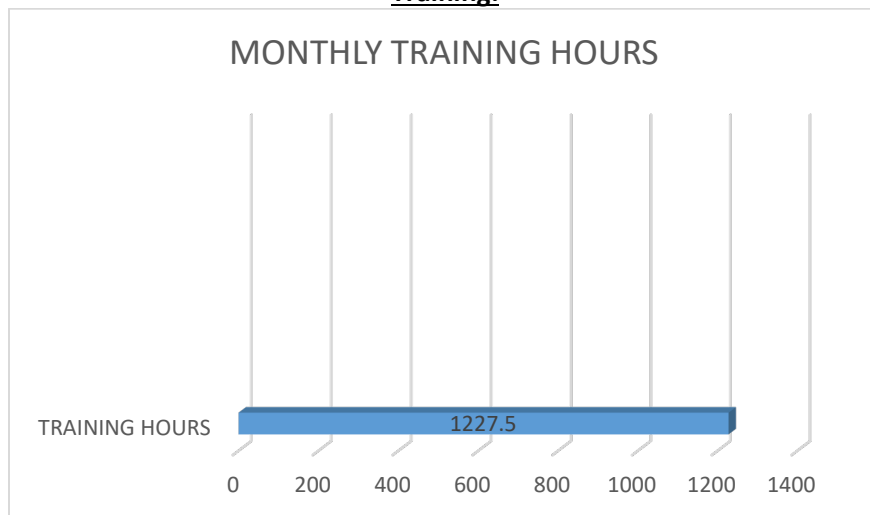
### **Community Engagement**

- Trunk or Treat
- Glow sticks on Halloween

**OPERATIONS**

Section Lead:

**Training:**



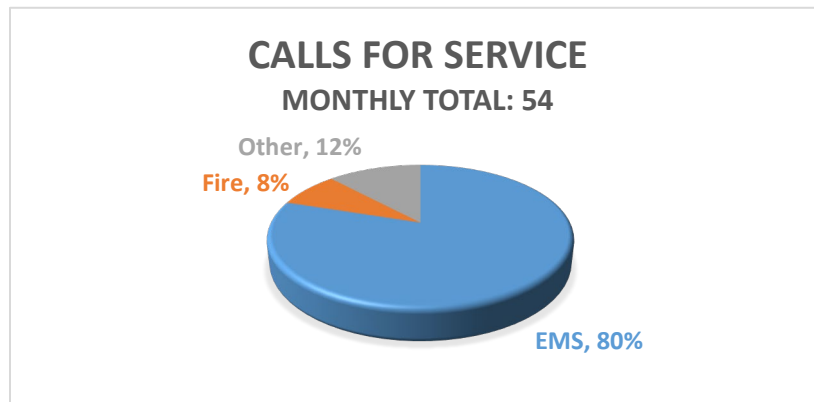
Summary of Significant Events:

- Members working on updating certifications

**Daily Operations**

Summary of Significant Events:

- Wildland Deployment to Teller County
- FEMA Deployment to aid Hurricane Helene and Hurricane Milton





**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**

Nothing to report

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**APPENDIX A**  
**OLD BUSINESS DOCUMENTS**

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**APPENDIX B**  
**NEW BUSINESS DOCUMENTS**

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BLACK FOREST FIRE RESCUE  
PROTECTION DISTRICT  
MONTHLY REPORT

BFFRPD BOARD OF DIRECTORS & STAFF  
JANUARY 15<sup>TH</sup>, 2025

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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**

**01/15/2025**

**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 – December 4<sup>th</sup>, 2024.
4. Financial report – Treasurer Jack Hinton.
5. Department report presented by Department Staff.
6. Old Business: Insurance Differential
7. New Business: Accounting Firm, Military Leave Policy, Aspen Meadows Figure #4 Exclusion, District Needs Analysis, BFFRPD Command Staff Models, Wildland Technician Accrual Hours, Add Jacob Thornberry to FNB Accounts, Check Signers must be Officially Named, Wage and Leave Schedule.
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:

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

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

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## 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 December 4, 2024, 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: Chiefs Bartlett and Rocco/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 November 20, 2024 regular board meeting; upon a vote the motion carried unanimously.

**Financial Reports** The financial report was tabled until January because financial data from the County was not yet available.

**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:**

- No report available due to meeting so early in the month and unavailability of financial data.

**Logistics & Planning – Section Lead Rachel Dunn:**

- Fleet management – warranty and general service; hail damage repair to chief vehicle.
- Working on building out Type 6s.
- Dumpster still in use.
- Tile repaired in bathroom.
- Roof vent for entire building repaired at station 2. Influx of moisture has resulted in mold in the building, which will be tested. A dehumidifier will be investigated.
- Cloud project progressing for security and license upgrading.

**Operations Report – Chief Josh Bartlett**

- 629 hours of training
- Mutual aid with Falcon and Monument
- 113 calls in last month
- EDARP participation at 100%

Ms. Dunn and Cody Poole will be attending an ESOA conference focused on the software platform that is used in the industry for collecting and storing data on EMS.

**Chief Bartlett Comments** Chief Bartlett addressed liquidation of assets of the fire district, beginning with the aerial, a 1979 truck, which was purchased for \$250,000 with an additional \$75,000 put into it. Fire apparatus companies have declined to work on the vehicle, and a mechanic would not be able to get the truck up to specifications before putting the truck in service due to the age of the vehicle and being unable to pass the UL ladder test. Given the large amount of money already invested in this truck which is not able to be used, the board needs to consider how much more money they will invest.

Also, there is the potential to sell a tender which is being used by Hanover FPD now, and is worth about \$40,000 to \$50,000.

A truck that is currently a Type 6 could be converted to a truck with a flatbed after the new Type 6s are prepared for duty. This vehicle was going to be kept as Captain Torres' vehicle, but is no longer needed.

Things to consider: keeping the old tender in reserve and using a new tender for deployments; emptying of water in winter and relying on mutual aid; the excessive need for maintenance for older vehicles; lack of inside storage space.

A Becker pumper is used for training only in the PPSC program and leaks excessively. It would cost a few thousand dollars to repair, and other vehicles could be used in its place. Should it be kept? **A motion was made to sell the Becker pumper; motion seconded; vote carried motion unanimously.**

Re the tender and the pickup, a decision was tabled on the disposition of these trucks.

## RECORD OF PROCEEDINGS

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Re the aerial, it cannot be sold as a functioning fire apparatus. An outlay of at least \$200,000 would be needed to bring the vehicle up to any level of service, and there are no guarantees it would sell. **A motion was made to post the sale of the aerial truck on websites that deal in unique vehicles, for a period of 60 days, at a price of \$50,000, to be negotiated by Chief Bartlett; motion seconded; motion carries unanimously by vote.** It was agreed that the truck would be auctioned if it did not sell.

Discussion on wildland technician positions, fire academy attendees, step-progression promotions, decision-making processes to be used for wildland deployment regarding personnel and equipment wear and tear, required credentials and pipelining personnel with attention to legal advice.

**Old Business** 2025 Budget: Treasurer Hinton reported that all line items in the budget were reviewed. Two versions of the budget were presented utilizing two different mill levies – the current 14.951 and a proposed 15.65. Re the mill levy, Mr. Hinton explained how it is calculated, and the details of the Residential Assessment Rate and its impact on the mill levy. A mill levy of 16.06 mills would produce the full mill levy amount allowed. A higher rate is allowed by the de-Gallagher provision that permits a district to recoup lost revenue caused by the RAR reduction. The decision to use a 15.65 mill rate allows some relief to the taxpayer. **A motion was made to adopt a mill levy of 15.65 mills for budget year 2025; motion was seconded; motion carried with a unanimous vote.** Ms. Dunn will prepare the document.

Discussion ensued on comparisons of revenue from ambulance service fees, deployments, property taxes and other non-operating revenues, including \$373,301 which is a reimbursement from the State as backfill for lost property tax due to the reduced RAR. Further comparisons covered the wage and leave schedule and other expense line items in the budget sections. **A motion was made to adopt the 2025 budget as presented; motion seconded; motion carries by vote.**

**A motion was made and seconded to approve the 2025 wage and leave schedule including annual accrual rate of 320 hours as required by law; motion carried by voice vote unanimously.**

Fire Chief Qualifications: Board members reviewed a prepared document outlining the desired qualifications for a fire chief. In the course of discussion, several questions and edits were accomplished focusing on education, experience, qualifications and background information. Considerable discussion ensued on the financial health and professional status of the BFFD and its standing in the community. Board members had questions about whether hiring a new chief at this time was wise or if more research is needed on possibly merging with another department. More information is needed concerning where the BF district is headed, along with legal advice, before the board makes a decision on hiring a new chief.

Chief Bartlett met with four fire chiefs to discuss the matter of BFFD joining forces with other departments. All were interested except for Chief Harwig of Falcon FPD. Chief York feels that BFFD is not big enough. Chiefs Royal and Kovacs are interested in possible options. Flying Horse North continues to explore annexation into Colorado Springs. Information that came forth is that BFFD is overstaffed and has more buildings and equipment than needed. The ambulance service operates at a loss and a revamp of the organization is needed.

**New Business** The 2025 Fee Schedule was presented for review. It was agreed to change the CORA charge to \$35 per hour and an inclusion fee to \$100. **A motion was made to adopt the 2025 Fee Schedule as edited; motion second; motion carried.**

**Resolution 2024-04** Resolution 2024-04, A Resolution Calling for the 2025 Regular District Election and Appointing A Designated Election Official was presented for approval. The seats of Directors Dowden, Tarvainen, and Behnken will be vacated at this election. **A motion was made to adopt Resolution 2024-04 calling for the 2025 District election and appointment of a Designated Election Official; motion seconded, motion carried.**

**Future Meetings** The next regular board meeting will be February 19, 2025, at 7:00 p.m.

**Adjournment** There being no further business, **upon a motion, second, and vote, the board adjourned at 11:15 p.m.**

Respectfully submitted,

Donna Arkowski  
Recording Secretary





## Black Forest Fire Rescue Protection District

Balance Sheet  
As of December 31, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1000 FNB - Operations Checking	1,632,519
1005 MMDA First National Bank	139,476
1010 FNB - Emergency Reserve	201,146
1015 FNB - Capital Improvement	95,033
1020 FNB - Tabor	178,644
1030 Deployment Ops	307,836
<b>Total Bank Accounts</b>	<b>\$2,554,655</b>
Accounts Receivable	
1200 Accounts Receivable	11,512
<b>Total Accounts Receivable</b>	<b>\$11,512</b>
Other Current Assets	
1204 Property Taxes Receivable	4,969,010
<b>Total Other Current Assets</b>	<b>\$4,969,010</b>
<b>Total Current Assets</b>	<b>\$7,535,177</b>
<b>TOTAL ASSETS</b>	<b>\$7,535,177</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	22,441
<b>Total Accounts Payable</b>	<b>\$22,441</b>
Credit Cards	
2010 Divvy Payable	(2,590)
<b>Total Credit Cards</b>	<b>\$ (2,590)</b>
Other Current Liabilities	
2056 Accrued Wages	2,053
2091 Deferred Property Taxes	4,969,010
Payroll Liabilities	
Federal Taxes (941/944)	(3,445)
<b>Total Payroll Liabilities</b>	<b>(3,445)</b>
<b>Total Other Current Liabilities</b>	<b>\$4,967,618</b>
<b>Total Current Liabilities</b>	<b>\$4,987,468</b>
<b>Total Liabilities</b>	<b>\$4,987,468</b>
Equity	
3000 Beginning Fund Balance	2,185,931
3001 Tabor Reserve	164,000
Net Income	197,778

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	TOTAL
<b>Total Equity</b>	<b>\$2,547,708</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$7,535,177</b>

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**Black Forest Fire/Rescue Protection District  
Budget vs. Actuals: Budget\_FY24\_P&L - FY24 P&L  
January - December 2024**

	Total		
	Actual	Budget	% of Budget
<b>Income</b>			
100 Operating Revenues	195,377	195,000	100.19%
200 Non-Operating Revenues	5,821,134	5,772,111	100.85%
<b>Total Income</b>	<b>\$ 6,016,512</b>	<b>\$ 5,967,111</b>	<b>100.83%</b>
<b>Gross Profit</b>	<b>\$ 6,016,512</b>	<b>\$ 5,967,111</b>	<b>100.83%</b>
<b>Expenses</b>			
300 General Finance Branch	414,438	283,174	146.35%
320 Administrative Branch	35,808	32,164	111.33%
340 Total Compensation Branch	2,937,223	3,367,444	87.22%
342 Benefits	775,287	796,152	97.38%
400 General Logistics Branch	18,130	28,896	62.74%
420 Information Technology Branch	54,067	43,873	123.24%
440 Communications Branch	52,485	54,449	96.39%
460 Fleet Services Branch	109,640	117,195	93.55%
480 Facilities Branch	122,759	130,541	94.04%
490 Personal Protective Equipment (PPE) Branch	54,371	93,813	57.96%
500 Operations Branch	99,853	102,458	97.46%
520 Training Branch	59,891	79,550	75.29%
600 General Planning Branch	0	49,106	0.00%
620 Community Risk Branch	2,115	550	384.48%
640 Investigations & Inspections Branch	0	1,777	0.00%
660 Documentation Unit	22,369	20,735	107.88%
680 Capital Procurement Branch	349,850	708,593	49.37%
700 Command Sections	214,307	99,605	215.16%
Uncategorized Expense	0	0	
<b>Total Expenses</b>	<b>\$ 5,322,591</b>	<b>\$ 6,010,075</b>	<b>88.56%</b>
<b>Net Operating Income</b>	<b>\$ 693,920</b>	<b>\$ (42,964)</b>	<b>-1615.12%</b>
<b>Other Income</b>			
104 Deployments	26,656	1,061,982	2.51%
<b>Total Other Income</b>	<b>\$ 26,656</b>	<b>\$ 1,061,982</b>	<b>2.51%</b>
<b>Other Expenses</b>			
800 Deployment Program	478,816	1,019,017	46.99%
901 Principal Payments	31,661	0	
902 Interest Payment	12,217	0	
<b>Total Other Expenses</b>	<b>\$ 522,695</b>	<b>\$ 1,019,017</b>	<b>51.29%</b>
<b>Net Other Income</b>	<b>\$ (496,039)</b>	<b>\$ 42,965</b>	<b>-1154.52%</b>
<b>Net Income</b>	<b>\$ 197,881</b>	<b>\$ 1</b>	<b>19788118.00%</b>

## Department Report for December 2024

### DEPARTMENT SUMMARY

BRIEF OVERVIEW of December 2024

Fire Calls	EMS Calls	Training Hours
0	47	606.5
Significant Incidents, Events, & Projects		
<p>Members of Black Forest Fire Recue Protection District attended the Mile High Firefighters Conference. One as an instructor.</p> <p>Crews assisted on multiple car accidents within the district over snowy weather conditions.</p> <p>Station 2 mold event was successfully mitigated.</p>		

**FINANCE & ADMINISTRATIVE**

Section Lead: Lisa Emry

**Accounts Receivable/Payable (Costs)**

Notable Revenues this month:

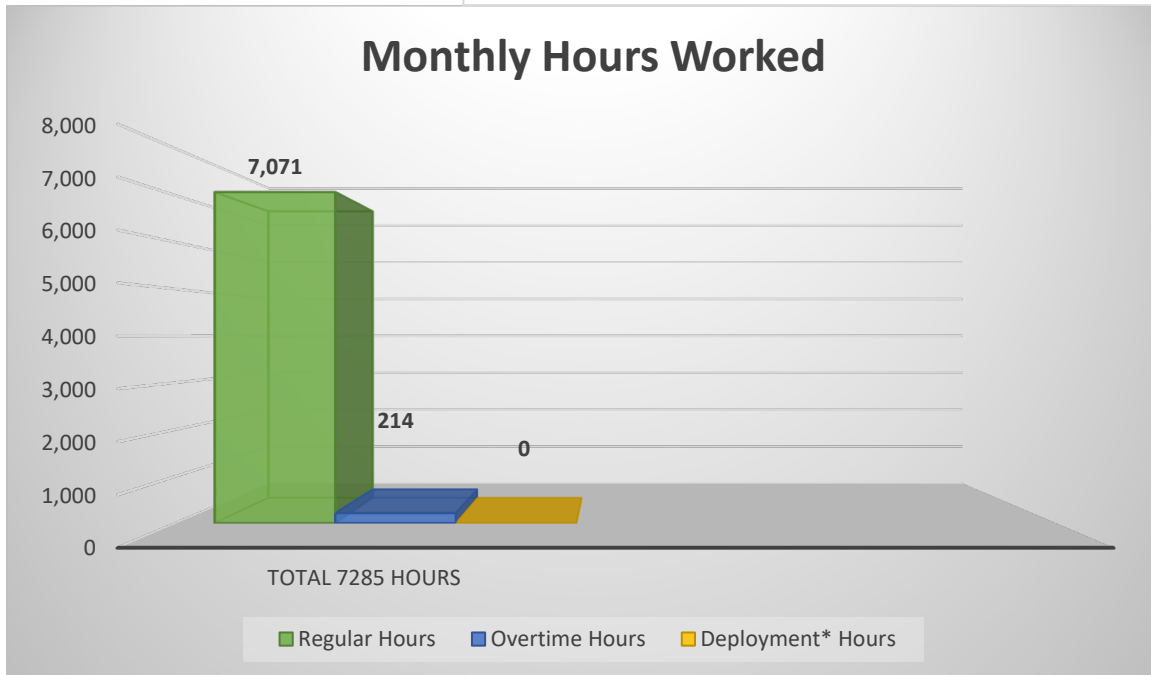
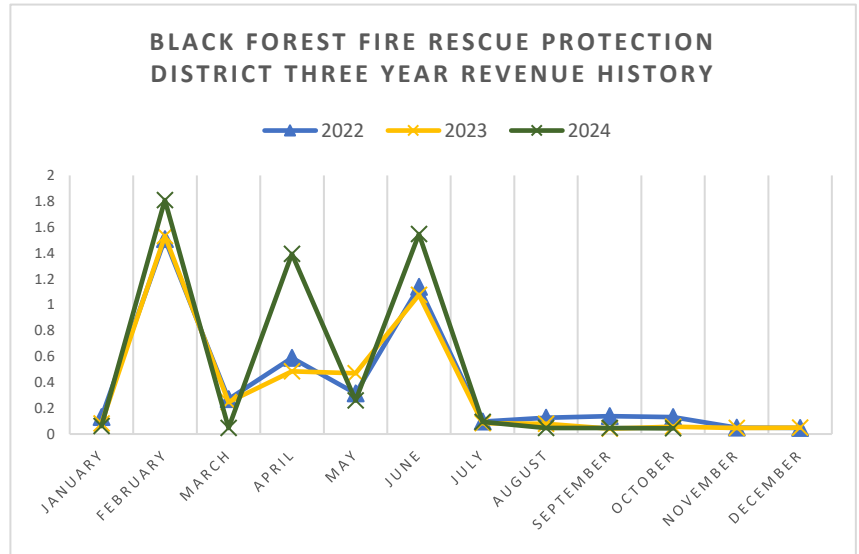
- Ambulance Revenue-NA
- Total Tax Revenue of- N/A

Notable Expenses this month:

- 2025 Insurance Renewal \$91,881
- 2025 ESO Renewal \$6,852
- Lexipol Annual Dues \$10,855

**Public Affairs/Community Engagement**

**Time Reporting**



\* Denotes total deployment and deployment backfill hours

## LOGISTICS & PLANNING

Section Lead: Rachel Dunn

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

- Command Vehicles – Warranty and general service
- Working on building out the Type 6's – center consoles

### **Facilities**

- Station 2 – mold event mitigated
- Station 1 – New flooring in Chief office

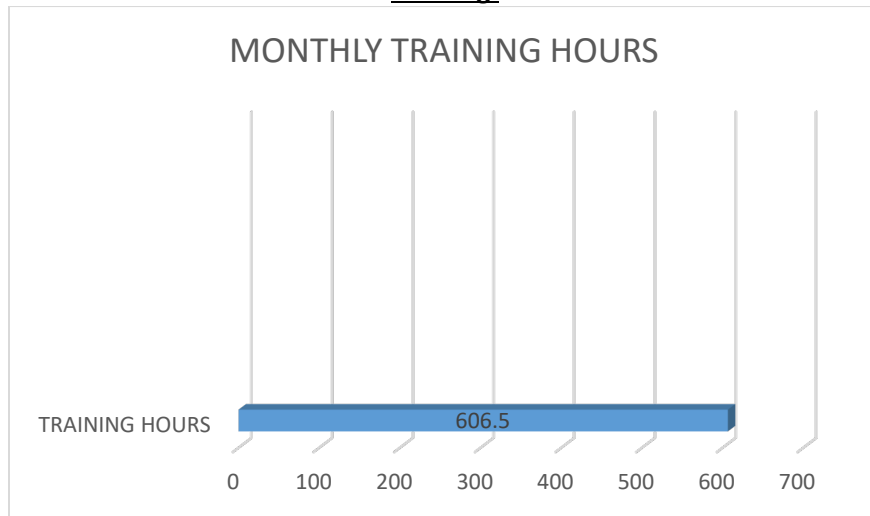
### **Information Technology**

- Finalizing cloud project

**OPERATIONS**

Section Lead:

**Training:**



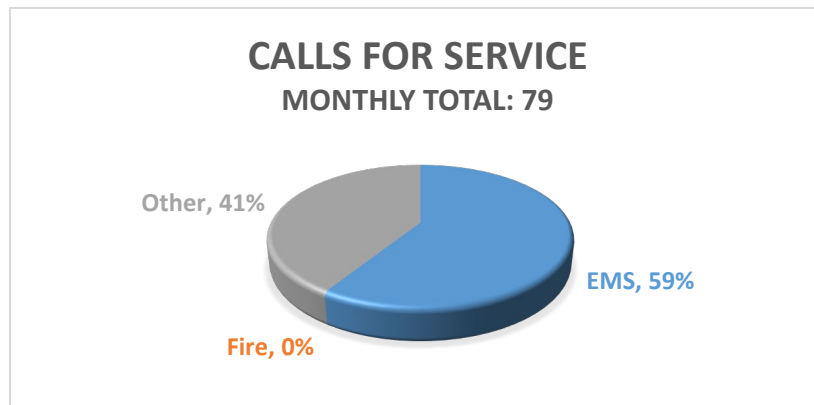
Summary of Significant Events:

- Members working on updating certifications

**Daily Operations**

Summary of Significant Events:

- Members work Members of Black Forest Fire Recue Protection District attended the Mile High Firefighters Conference, one as an instructor.
- Assisted on multiple car accidents within the district over snowy weather conditions.
- Chimney Fire with chimney defect



**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**

Nothing to report



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**APPENDIX A**  
**OLD BUSINESS DOCUMENTS**

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## **APPENDIX B**

### **NEW BUSINESS DOCUMENTS**

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