



BLACK FOREST FIRE RESCUE
PROTECTION DISTRICT
MONTHLY REPORT

BFFRPD BOARD OF DIRECTORS & STAFF
FEBRUARY 19TH, 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
02/19/2025

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 January 15th, 2024.
4. Guest Presentation: Mr. Kevin Walker, Director, City Planning Department, City of Colorado Springs-Overview of “AnnexCOS” planning document and City of COS annexation policies.
5. Financial report – Treasurer Jack Hinton.
6. Department report presented by Department Staff.
7. Old Business:
 - Aspen Meadows, Filing No. 4 Exclusion.
 - Accounting Firm.
 - Update on “District Needs Analysis” status.
8. New Business:
 - Consideration of BFFRPD actions available under CO SB24-194 regarding establishment of impact fees and sales tax.
 - Lexipol Policy Binders to the Board.
 - Ambulance Billing RFG.
9. Board member reports on workshops/meetings attended.
10. Correspondence.
11. Public comments. Comments will be limited to 3 minutes per person.
12. Announcement of future meeting dates.
13. Adjournment

Subject: _____ Assignee: _____

Subject: _____ Assignee:

Subject: _____ Assignee:

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE BLACK FOREST FIRE/RESCUE PROTECTION DISTRICT

The Board of Directors of the Black Forest Fire/Rescue Protection District held a regular board meeting on January 15, 2025, such meeting duly posted for public notice.

A quorum present, the meeting was called to order at 7:00 p.m. by Chair Dowden.
 Directors present: N. Dowden/K. Tarvainen/J. Hinton/J. Abendschan/C. Behnken
 Directors absent: None
 Also present: Dan Petersen Consulting & Coaching/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 December 4, 2024 regular board meeting with two amendments, as follows – on page 2, in the fifth paragraph, delete “annual accrual rate” and replace with “a maximum carryover accrued rate”. Also, in the Future Meetings paragraph, correct the date to January 15, 2025. Upon a vote, the motion carried unanimously to adopt the December 4, 2024 minutes as amended.

Terry Stokka, director of Friends of Black Forest, was present and requested time on the agenda to introduce information on a new community initiative aimed at assisting elderly, handicapped and other Black Forest citizens with small maintenance projects around their homes. The “Hands and Feet” program will be administered by Dawn Coy-Medeiros who will assign volunteers to assess needs. Printed information will be made available covering the details of the program, and may be distributed by fire department personnel.

Financial Reports The financial report was given by Treasurer Hinton, that included information from the November time period, as well as December. The delay in reporting financial information was due to timing of board meetings earlier than normal and the unavailability of financial data. The November bank account total was \$2.9m and the carryover at year end was \$2.18m, the liability package was paid off early, and there were some changes to the budget that were less than 10%, which negated the need for a budget amendment. **Upon a motion, second, and vote, the financial report for November was approved. Upon a motion, second, and vote, the financial report for December 2024 data was accepted.**

Chair Dowden reported there was a meeting with bank representatives that precipitated some action. **A motion was made directing that an accountant working for the District, Jacob Thornberry, is authorized to view account information only, but may not be a signatory on accounts; motion was seconded; a vote carried the motion unanimously.** For information purposes, the minutes will reflect that the following District personnel are authorized signers on Black Forest Fire District accounts – Jack Hinton, Nathan Dowden, James Abendschan, Josh Bartlett, Kerstin Tarvainen, Chad Behnken, and David Rocco.

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

Finance and Administrative – Section Lead Rachel Dunn:

- Notable expense – insurance renewal for 2025 \$91,881.
- Expense – 2025 ESO renewal \$6,852.
- Expense – Lexipol annual dues \$10,855.
- Hours worked – 7,285 hours (214 hours OT, no deployments).

Logistics & Planning – Section Lead Rachel Dunn:

- Fleet management – warranty and general service.
- Working on building out Type 6s.
- New flooring in chief’s office.
- Cloud project was finalized.

Type 6 work is behind schedule – March may be the finish date for the first one. No offers have been received for purchase of the aerial. The tender at Hanover has been winterized and is being stored outside. Discussion on ability to deploy vehicles and staff.

Operations Report – Chief Josh Bartlett

- 606.5 hours of training, working on certifications.
- BFFD personnel attended Mile High Firefighters Conference, one as an instructor.

RECORD OF PROCEEDINGS

- 79 calls in last month.
- EDARP participation at 100%.
- Met with Flying Horse North, continuing work on water supply. FHN is considering using Cherokee Water District for water supply. BFFD would not forego a water supply by acquiring a tender from FHN. Annexation is not being considered for FHN.

Old Business Chair Dowden stated that clarification of the health insurance differential has been requested. When the budget was adopted, the insurance differential plan was reinstated, and was to be paid out annually in December. That is part of the 2025 Wage and Leave Schedule adoption. Chief Bartlett advised that the Schedule needs updating because BFFD now has fulltime wildland employee technicians, and they are entitled to vacation and sick leave accrual. The differential vacation accrual rate for wildland technicians is 144 hours per year, whereas operations accrue at 192 hours per year and administrative accrues at 160 hours per year. All employees accrue sick leave at the same rate. Time in grade steps also need updating. The Schedule will indicate maximum accrual possible. Discussion ensued re time in grade and a method for including it in policy. This will be included in Lexipol documentation to eliminate the need for annual changes. **A motion was made to adopt the amended 2025 Wage and Leave Schedule with notations as discussed; motion seconded; motion carried unanimously.**

New Business Accounting firm: The former CPA resigned with short notice at the end of 2024. Various accounting personnel have been assigned by the overseeing accounting firm to perform accounting duties and Ms. Lisa Emry has been working with them in an attempt to bring them up to speed on the BFFD financial system. Unfortunately, they are all temporary and the transition has been problematic. Chief Bartlett will assist in formulating an RFP to select a CPA who will be able to work efficiently with BFFD. **A motion was made to initiate a process for identifying a replacement accounting firm, a process that will be assisted by Chief Bartlett, motion seconded, carried unanimously.**

Military leave policy: Information is pending on requirements in Special District law concerning accommodating military leave policy. Attorney Glesne will be updating the board.

Aspen Meadows Filing 4 is moving forward with their exclusion from the Black Forest Fire/Rescue Protection District, and publication of the intent is required for a two-week period in the Gazette-Telegraph newspaper. This action was noted in September 2024 and has been tabled since then. The check they tendered for this event has expired. **A motion was made to accept the exclusion request from Aspen Meadows Filing 4; motion seconded; motion carried.** Ms. Dunn will arrange for the publication and the obtaining of a replacement check.

The board held a work session on January 4, centered on alternative service delivery models for BFFD, and aimed at identification of district needs. Mr. Dan Petersen, of Petersen Consulting & Coaching, has experience with alternative service delivery models, and addressed the work session.

At the January 15 board meeting, he was asked for his opinion on what an abbreviated model would be like for BFFD. The steps he outlined included gathering information, securing data about officers and crew, identifying stakeholders, and organizing a two-day workshop to address questions and challenges, develop strategies, and a deeper discussion on options available. Community members' participation in the meetings is important and they should be included in discussions. The cost for an abbreviated study is \$10,000 or less, with more comprehensive studies costing \$25,000 and to include AP Triton services. Services costing more than \$25,000 require a solicitation by the board. Two-day options for a meeting were explored for February, emphasizing the importance of the meeting being on two consecutive days.

Comments from attendees at the board meeting reflected that the BFFD has significant problems that must be addressed quickly, and recommendations that the community be involved in the work session. **A motion was made to retain Dan Petersen to develop a needs analysis for the Black Forest Fire District, with a Community Stakeholder Information Meeting to be held on February 24, 7:00 to 9:00 pm, and a Strengths, Weaknesses, Opportunities, Challenges (SWOC) process for the Board of Directors on February 27 and 28, 2025, 3:00 to 9:00 pm; motion seconded; motion carries.**

In order to accommodate potentially large numbers of attendees, the station bay will be utilized for the work sessions.

A motion was made to limit the cost of the BFFD study by Mr. Petersen to \$15,000; motion seconded; motion carried unanimously.

Command Staff Models Discussion ensued on workable structure for staff management of the department, in balance with the impending results of the needs assessment. Chiefs Bartlett and Rocco are

RECORD OF PROCEEDINGS

proposing strategies involving differing scenarios. Needs identified by Chief Bartlett include possible positions for temporary staff captains to help with plan reviews, EMS, inspections, training, and so forth.

A motion was made to conduct a search for a permanent fire chief, with a proviso that it could be a temporary position; motion seconded; discussion. Some directors and meeting attendees disagreed with the motion noting fire fighters are willing to wait until more direction for the department is available from the analysis study; some argued against hiring a chief at this time because it could add to problems of the department; the work of the interim chiefs was recognized as beneficial to stabilizing and leading the BFFD, and hiring a new chief would add confusion; it was noted that several months could be needed to hire a chief; public comments recommended the board of directors stay with their current path and not post a solicitation that may not engage desired potential applicants; **a vote was taken resulting in three no's and two aye's; the motion failed.**

Future Meetings The next regular board meeting will be February 19, 2025, at 7:00 p.m. A community stakeholder workshop regarding the fire chief position will be held February 24, 7 to 9 pm at station 1. A needs analysis workshop for the BFFD will be scheduled for February 27-28, 2025, 3 to 9 pm, at Station 1.

Adjournment There being no further business, **upon a motion, second, and vote, the board adjourned at 9:21 p.m.**

Respectfully submitted,

Donna Arkowski
Recording Secretary



Black Forest Fire Rescue Protection District

Balance Sheet
As of January 31, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 FNB - Operations Checking (4599)	1,307,190
1005 MMDA First National Bank (4598)	139,597
1010 FNB - Emergency Reserve (5557)	201,511
1015 FNB - Capital Improvement (5559)	95,206
1020 FNB - Tabor (5558)	178,968
1030 Deployment Ops (0450)	307,836
Total Bank Accounts	\$2,230,309
Accounts Receivable	
1200 Accounts Receivable	23,081
Total Accounts Receivable	\$23,081
Other Current Assets	
1204 Property Taxes Receivable	4,969,010
1205 County Taxes Receivable	149,937
Total Other Current Assets	\$5,118,947
Total Current Assets	\$7,372,337
TOTAL ASSETS	\$7,372,337
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	(17,462)
Total Accounts Payable	\$ (17,462)
Credit Cards	
2010 Divvy Payable	19,140
Total Credit Cards	\$19,140
Other Current Liabilities	
2055 Federal Tax Payable-Employee	(73)
2056 Accrued Wages	2,053
2081 SITW Payable	3,900
2091 Deferred Property Taxes	4,969,010
Payroll Liabilities	
Federal Taxes (941/944)	(3,445)
Total Payroll Liabilities	(3,445)
Total Other Current Liabilities	\$4,971,445
Total Current Liabilities	\$4,973,123
Total Liabilities	\$4,973,123
Equity	

	TOTAL
3000 Beginning Fund Balance	2,432,324
3001 Tabor Reserve	164,000
Net Income	(197,110)
Total Equity	\$2,399,214
TOTAL LIABILITIES AND EQUITY	\$7,372,337

Department Report for January 2025

DEPARTMENT SUMMARY

BRIEF OVERVIEW of January 2025

Fire Calls	EMS Calls	Training Hours
6	57	606.5

Significant Incidents, Events, & Projects

BFFRPD firefighters were able to knock down an outbuilding structure fire alongside Falcon and Peyton Fire Protection District off Bucknell Circle.

BFFRPD firefighters assisted on a commercial fire within Falcon’s District alongside Falcon Fire Protection District and Cimmaron Hills Fire Department off Tourmaline Drive.

BFFRPD firefighters were able to knock down a detached structure fire off McShane Road.

Crews assisted on multiple car accidents within the district over snowy weather conditions.

2nd Annual Joint Fire Academy started with the use of the Community Room and Training Grounds.

Members of each shift were able to attend the Ice Rescue Technician Course hosted by Fountain Fire Department.

Members of BFFRPD attended CPR Refresher Course.

FINANCE & ADMINISTRATIVE

Section Lead: Lisa Emry

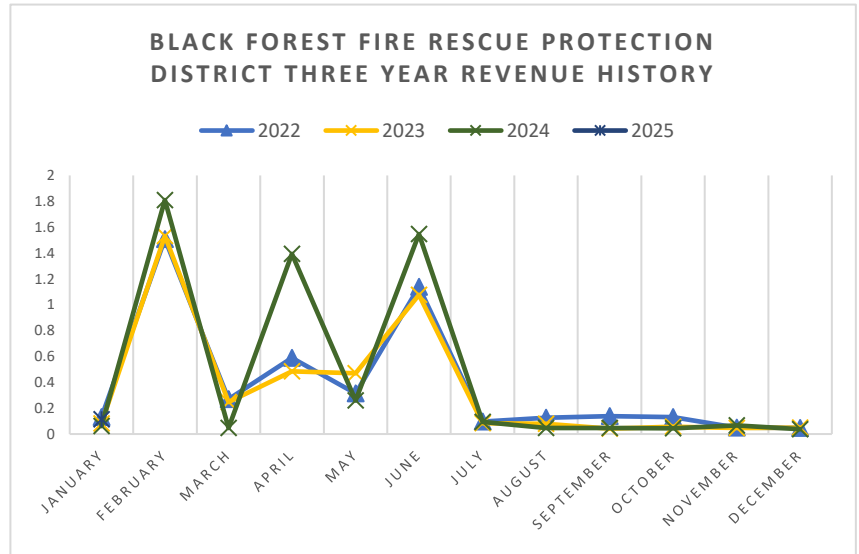
Accounts Receivable/Payable (Costs)

Notable Revenues this month:

- Ambulance Revenue-\$N/A
- Total Tax Revenue of- \$113,440

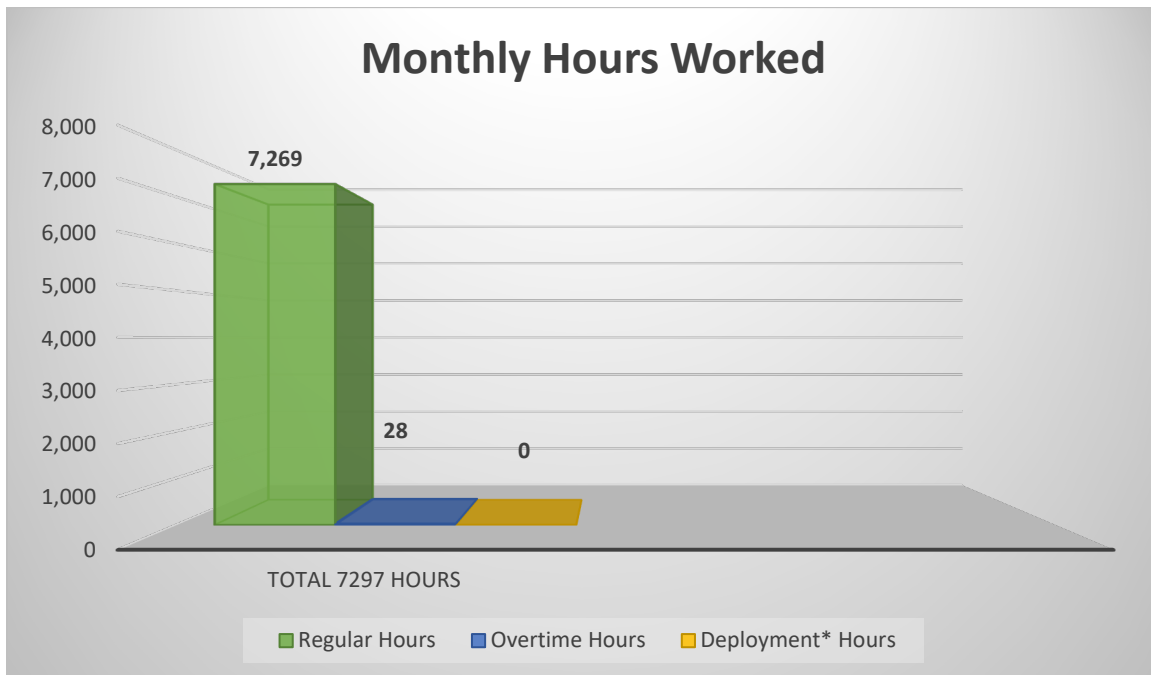
Notable Expenses this month:

- 2025 Workers Compensation Final Audit \$34,449
- SCBA Gear \$198,311 (\$180,283.02 reimbursed by federal safety grant)
- Turnout Gear \$15,000



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)

- Tender - Service
- Brush Truck – Service
- Continuing new brush truck builds

Facilities

- Station 1 – Bathroom ballasts repair
- Station 1 – sink repair
- Annual alarm testing

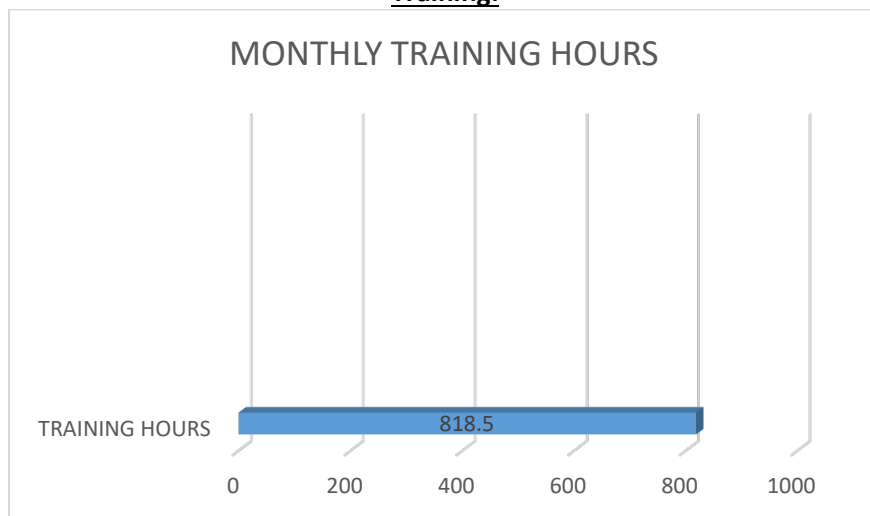
Information Technology

- Nothing to report

OPERATIONS

Section Lead:

Training:



Summary of Significant Events:

- BFFRPD members were present for multiple fires over the month of January and were able to attend multiple training opportunities.

Daily Operations

Summary of Significant Events:

- BFFRPD firefighters were able to knock down an outbuilding structure fire alongside Falcon and Peyton Fire Protection District off Bucknell Circle.
- BFFRPD firefighters assisted on a commercial fire within Falcon’s District alongside Falcon Fire Protection District and Cimmaron Hills Fire Department off Tourmaline Drive.
- BFFRPD firefighters were able to knock down a detached structure fire off McShane Road.
- Crews assisted on multiple car accidents within the district over snowy weather conditions.
- 2nd Annual Joint Fire Academy started with the use of the Community Room and Training Grounds.
- Members from each shift were able to attend the Ice Rescue Technician Course hosted by Fountain Fire Department.
- Members of BFFRPD attended CPR Refresher Course.



Community Risk Reduction

Inspections

- EDARP @ 100% participation.

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

APPENDIX A
OLD BUSINESS DOCUMENTS

APPENDIX B
NEW BUSINESS DOCUMENTS
