



BLACK FOREST FIRE RESCUE
PROTECTION DISTRICT
MONTHLY REPORT

BFFRPD BOARD OF DIRECTORS & STAFF
JANUARY 15TH, 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 4th, 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:

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 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

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 |
|--|--------------------|
| ASSETS | |
| 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 |
| Total Bank Accounts | \$2,554,655 |
| Accounts Receivable | |
| 1200 Accounts Receivable | 11,512 |
| Total Accounts Receivable | \$11,512 |
| Other Current Assets | |
| 1204 Property Taxes Receivable | 4,969,010 |
| Total Other Current Assets | \$4,969,010 |
| Total Current Assets | \$7,535,177 |
| TOTAL ASSETS | \$7,535,177 |
| LIABILITIES AND EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 2000 Accounts Payable | 22,441 |
| Total Accounts Payable | \$22,441 |
| Credit Cards | |
| 2010 Divvy Payable | (2,590) |
| Total Credit Cards | \$ (2,590) |
| Other Current Liabilities | |
| 2056 Accrued Wages | 2,053 |
| 2091 Deferred Property Taxes | 4,969,010 |
| Payroll Liabilities | |
| Federal Taxes (941/944) | (3,445) |
| Total Payroll Liabilities | (3,445) |
| Total Other Current Liabilities | \$4,967,618 |
| Total Current Liabilities | \$4,987,468 |
| Total Liabilities | \$4,987,468 |
| Equity | |
| 3000 Beginning Fund Balance | 2,185,931 |
| 3001 Tabor Reserve | 164,000 |
| Net Income | 197,778 |

| | TOTAL |
|-------------------------------------|--------------------|
| Total Equity | \$2,547,708 |
| TOTAL LIABILITIES AND EQUITY | \$7,535,177 |

**Black Forest Fire/Rescue Protection District
Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L
January - December 2024**

| | Total | | |
|--|---------------------|---------------------|---------------------|
| | Actual | Budget | % of Budget |
| Income | | | |
| 100 Operating Revenues | 195,377 | 195,000 | 100.19% |
| 200 Non-Operating Revenues | 5,821,134 | 5,772,111 | 100.85% |
| Total Income | \$ 6,016,512 | \$ 5,967,111 | 100.83% |
| Gross Profit | \$ 6,016,512 | \$ 5,967,111 | 100.83% |
| Expenses | | | |
| 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 | |
| Total Expenses | \$ 5,322,591 | \$ 6,010,075 | 88.56% |
| Net Operating Income | \$ 693,920 | \$ (42,964) | -1615.12% |
| Other Income | | | |
| 104 Deployments | 26,656 | 1,061,982 | 2.51% |
| Total Other Income | \$ 26,656 | \$ 1,061,982 | 2.51% |
| Other Expenses | | | |
| 800 Deployment Program | 478,816 | 1,019,017 | 46.99% |
| 901 Principal Payments | 31,661 | 0 | |
| 902 Interest Payment | 12,217 | 0 | |
| Total Other Expenses | \$ 522,695 | \$ 1,019,017 | 51.29% |
| Net Other Income | \$ (496,039) | \$ 42,965 | -1154.52% |
| Net Income | \$ 197,881 | \$ 1 | 19788118.00% |

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:

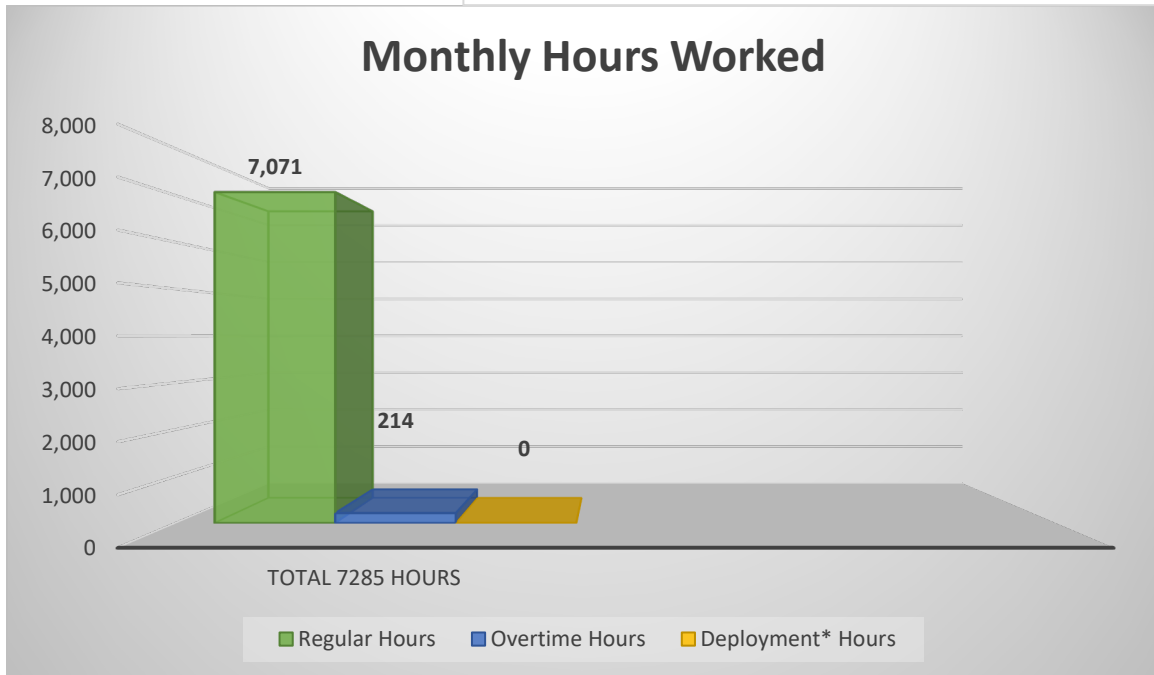
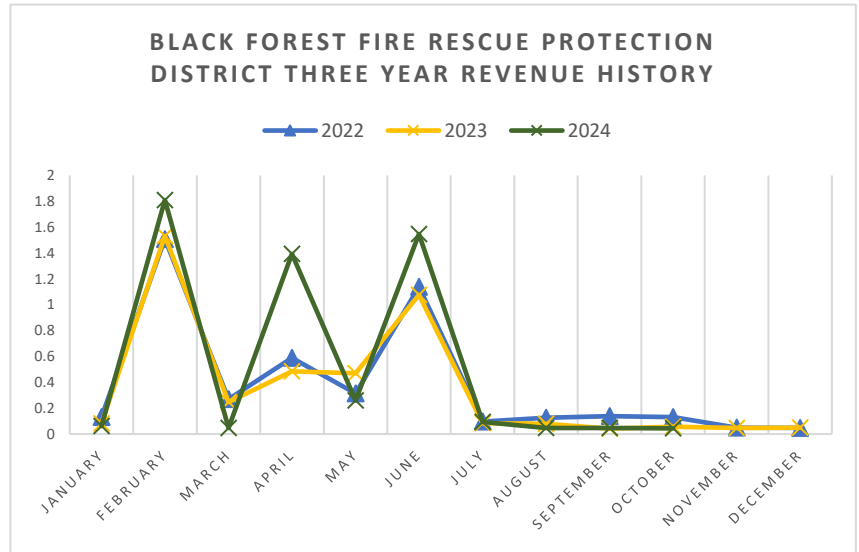
- Ambulance Revenue-NA
- Total Tax Revenue of- N/A

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

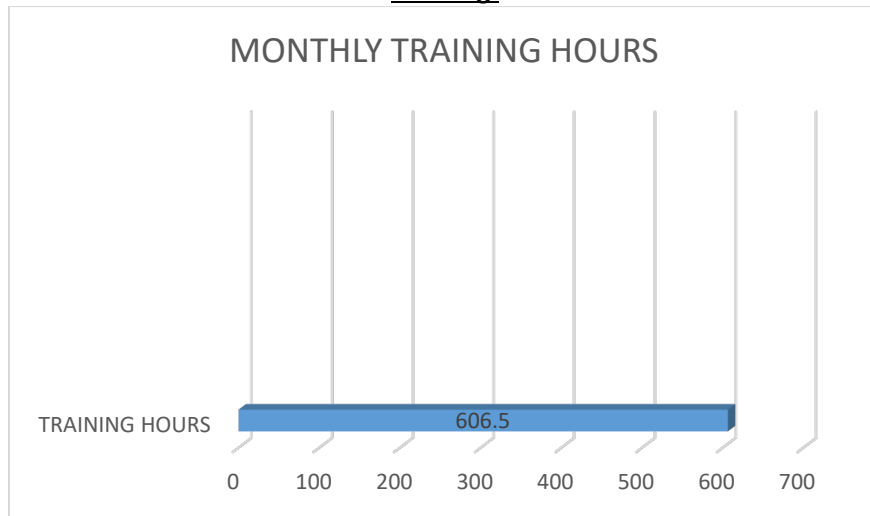
Information Technology

- Finalizing cloud project

OPERATIONS

Section Lead:

Training:



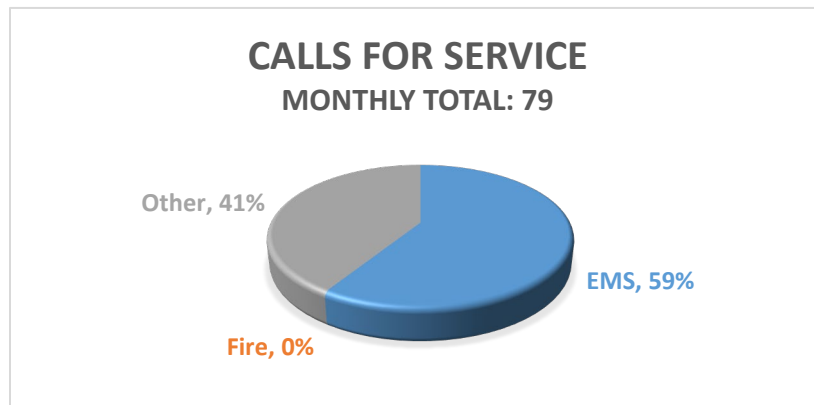
Summary of Significant Events:

- 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

APPENDIX A
OLD BUSINESS DOCUMENTS

APPENDIX B
NEW BUSINESS DOCUMENTS
