

**Falcon Fire Protection District
Board of Directors Regular Board Meeting
July 21, 2021
Approved Minutes**

Call to Order

President Kerby called the regular meeting of the Board of Directors to order at 16:00 hours on Wednesday, July 21, 2021.

ATTENDANCE

Thomas Kerby, President
Dan Kupferer, Vice President
Ray Hawkins, Treasurer
Michael Collins, Secretary
Cory Galicia, Assistant Secretary

ALSO PRESENT

Joan Fritsche, Legal Counsel
Trent Harwig, Fire Chief, FFPD
Jeff Petersma, Deputy Chief, FFPD
Joe Cosgrove, Battalion Chief, FFPD – via conference call
Jon Webb, EMS Division Chief, FFPD
Gretchen Tetzlaff, Office Manager FFPD
Other members of the Falcon Fire Protection District
Adam Thesing, YOW Architects
Pete Gawda, The New Falcon Herald
Members of the public

ABSENT

None.

ADDITIONS/DELETIONS TO THE AGENDA

None.

APPROVAL OF AGENDA

Director Collins moved to approve the Agenda as amended. Director Hawkins seconded the Motion. The Motion passed unanimously.

SWEARING IN CEREMONY

Chief Harwig swore in Scot Gilmore as Driver Operator and Sean Kelly as Firefighter Paramedic. Gilmore was badged by his daughter and Kelly was badged by FF McKelvin.

PUBLIC COMMENT

None.

CORRESPONDENCE

None.

APPROVAL OF THE MINUTES

Director Kupferer moved to approve the June 16, 2021 Regular Board Meeting Minutes as written. Director Collins seconded the Motion. The Motion passed unanimously.

REPORTS

Treasurer's Report

Chief Harwig reviewed the written June Treasurer's Report with the Board. The Chief noted 50% of the 2021 fiscal year is complete in this report.

Total General Fund Budget revenues received were at 63%. Specific Ownership taxes were at 51%. Total General Fund expenditures across all categories were at 44%.

The Ambulance Fund Budget revenues received were at 54%. Transport fees were at 66%. Total Ambulance Fund expenditures were at 41%.

The Capital Improvement Fund revenues received were at 23%. Total expenditures were at 30%.

The Rural Water Fund had no expenditures for the month of June.

Director Collins moved to accept the June, 2021 Treasurer's Report as presented. Director Hawkins seconded the Motion. The Motion passed unanimously.

2020 Audit

Director Hawkins moved to accept the 2020 Audit. Director Galicia seconded the Motion. The Motion passed unanimously.

Staff Report

Deputy Chief Petersma advised there were 25 Reserve standby hours for the month of June.

Deputy Chief Petersma reviewed the incidents and response times for June with the Board. The total calls for June were at 287 and 1685 year to date. The District received 10 mutual or auto aid responses from neighboring districts in June and provided 34 automatic or mutual aid responses to our neighboring districts.

EMS Division Chief Webb reviewed a written Transport Report with the Board and advised the crews transported 111 patients in the month of June, and have transported 639 patients, year-to-date.

EMS Division Chief Webb updated the Board regarding COVID-19. The employees who have been vaccinated are no longer required to wear a mask in public, but the crews know what precautions they need to take while on possible COVID-19 calls.

EMS Division Chief Webb also advised that the District is looking at the logistics to hold its own in-house EMT course for the recruit academy. Three of the District's paramedics have been recently certified as state EMS instructors which gives the District a total of five instructors who can teach the course. It will save the District money instead of sending the recruits somewhere else to get their EMS certifications.

Attorney's Report

Attorney Fritsche provided a written Attorney's Report to the Board and advised that she has provided the Board with a 2021 Legislative Update and reviewed it with them.

UNFINISHED BUSINESS

Construction Update

Chief Harwig advised that the interior paint, drywall, drop ceiling grid are all complete, the ceiling lighting is going in, floor tile is being installed. Next week they will start grinding the floors and staining them. They are still on target for completion toward the end of August.

Chief Harwig also advised the Board that the administrative staff will have temporary desks in the new station. The three chiefs will move into the community room with desks and cubicles. The office manager will be in the medical room until the new administration building is complete.

Chief Harwig also advised the Board that before the remodel, there will be excess furniture and fixtures that will need to be disposed of or donated.

Ratification of Hammers Construction Draw No. 1198-14

Chief Harwig reviewed the paid Construction Draw to Hammers Construction with the Board.

Director Kupferer moved to ratify the Hammers Construction Draw No. 1198-14. Director Hawkins seconded the Motion. The Motion passed unanimously.

Approval of Change Orders/Work Orders

None.

Administration Building

Chief Harwig advised that four bids came in and were reviewed by Adam Thesing with YOW Architects and by the rest of the administration building review committee, consisting of Chief Harwig, President Kerby and Director Galicia, on July 20, 2021. Adam Thesing will speak to the Board in Executive Session regarding the bids.

Adam Thesing advised that the overall process went as planned and all of the potential contractors who were interested in bidding went through a mandatory pre-bid walkthrough. Out of all of them, 4 bids were received. A public bid opening was held last week, which included all of the contractors so they could hear each bid amount.

Woodmen Hills Station 1

Chief Harwig advised that he received an email from Woodmen Hills Metro District's Attorney asking for the legal description of the easement for the vacant property next to Station 1.

Director Kerby advised that the Exhibits should already be included with the map, which shows the legal description.

Fidelity Towers Station 2 Lease

Deputy Chief Petersma advised that the Fidelity Towers Station 2 Lease has been completed and signed and that they only have to send a check for \$750. It will most likely be tied up in the County for 6 months for the approval process.

NEW BUSINESS

None.

EXECUTIVE SESSION

Director Kupferer made a Motion to go into Executive Session, pursuant to C.R.S. § 24-6-402(4)(b) and (e) for the purpose of receiving advice from legal counsel to determine the District's position on matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators related to review of construction bids and negotiations related to an award of contract for the Admin Building Addition and Remodel Project. Director Collins seconded the motion. The Motion passed unanimously. Attorney Fritsche certified that the only matters discussed in Executive Session would involve attorney-client privileged communications, and therefore, the Executive Session need not be recorded. The Board went into Executive Session at 17:07 hours.

President Kerby invited Deputy Chief Petersma and Adam Thesing into the Executive Session.

Director Collins moved to come out of Executive Session at 17:48 hours. Director Galicia seconded the Motion. The Motion passed unanimously.

The Board resumed the Regular Board meeting at 17:48 hours.

PUBLIC COMMENT

None.

Director Hawkins moved to issue a Notice of Award of Contract to iiCon Construction Colorado, LLC for the Falcon Fire Protection District Admin Building Addition and Remodel Project based on its bid in the amount of \$1,640,181.00 and to direct the Admin Building Committee to commence contract negotiations with iiCon. Director Galicia seconded the Motion. The Motion passed unanimously.

ADJOURNMENT

Director Collins moved to adjourn the Board meeting. Director Galicia seconded the Motion. The Motion passed unanimously. The meeting adjourned at 17:53 hours on July 21, 2021.

I hereby attest to the accuracy of the meeting Minutes:

Michael Collins, Secretary

I attest that the Executive Session, which were not recorded, were confined to the topics authorized for discussion in Executive Session pursuant to C.R.S. § 24-6-402(4)(b) and (e) and constituted attorney-client communications.

Joan M. Fritsche, Esq.

I hereby attest that the Executive Session, which was not recorded, was confined to the topics authorized for discussion in Executive Session pursuant to C.R.S. § 24-6-402(4)(b) and (e).

Thomas Kerby, President