

**Falcon Fire Protection District
Board of Directors Regular Board Meeting
April 20, 2022
Approved Minutes**

Call to Order

President Kerby called the regular meeting of the Board of Directors to order at 16:00 hours on Wednesday, April 20, 2022.

ATTENDANCE

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

ALSO PRESENT

Joan Fritsche, Legal Counsel
Trent Harwig, Fire Chief, FFPD
Jeff Petersma, Deputy Chief, FFPD
Jon Webb, EMS Division Chief, FFPD
Joe Cosgrove, Battalion Chief, FFPD – via conference call
Corey Kirt, Battalion Chief, FFPD
Gretchen Tetzlaff, Office Manager, FFPD
Other members of the Falcon Fire Protection District
Members of the public
Sasha Neilson, Fritsche Law – via conference call

ABSENT

None.

ADDITIONS/DELETIONS TO THE AGENDA

None.

APPROVAL OF AGENDA

Director Collins moved to approve the Agenda as written. Director Kupferer seconded the Motion. The Motion passed unanimously.

PUBLIC COMMENT

None.

CORRESPONDENCE

None.

SWEARING IN CEREMONY

Chief Harwig swore in Paramedic Anna Berringer. Anna was badged by her husband, Ryan.

APPROVAL OF THE MINUTES

Director Galicia moved to approve the March 16, 2022 Regular Board Meeting Minutes as written. Director Hawkins seconded the Motion. The Motion passed unanimously.

REPORTS

Treasurer's Report

Chief Harwig reviewed the written March Treasurer's Report with the Board. The Chief noted 25% of the 2022 fiscal year is complete in this report.

Total General Fund Budget revenues received were at 40%. Total General Fund expenditures across all categories were at 23%.

The Ambulance Fund Budget revenues received were at 27%. Transport fees were at 31%. Total Ambulance Fund expenditures were at 20%.

The Capital Improvement Fund revenues received were at 25%. 17% has been spent out of the Lease Purchase account. Total expenditures were at 15%.

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

Director Kupferer moved to accept the March, 2022 Treasurer's Report as presented. Director Hawkins seconded the Motion. The Motion passed unanimously.

Staff Report

Deputy Chief Petersma advised there were 36 Reserve standby hours for the month of March.

Deputy Chief Petersma advised that the updated incident count for February, 2022 was 332 calls for the month and a total 755 calls for the year.

EMS Division Chief Webb supplied an updated written Transport Report to the Board. The report shows that the crews transported 142 patients in the month of March.

EMS Division Chief Webb supplied an update on COVID calls, which are down and several restrictions have been lifted. The crew continues to wear protective gear when there are possible risks.

Attorney's Report

Attorney Fritsche provided a written Attorney's Report to the Board.

UNFINISHED BUSINESS

Administration Building Addition & Remodel

Chief Harwig advised that iiCon Construction is currently about two weeks ahead of schedule. They anticipate substantial completion to be the last week in June, 2022. He also advised that one RTU over the meeting room will not be delivered until mid-July, 2022. He also advised that the back-up generator, ordered in 2021, would not be delivered until sometime in August, 2022, which was moved up from a November, 2022 delivery date.

- iiCon Construction Draw Request #4

Chief Harwig presented the Board with Draw Request #4 in the amount of \$125,423.83. A discussion of completed items and the process and timing for pre order items took place with the Board.

- Approval of Change Order #003: CE #012 – 3/4" conduit to Conference Room one's floor box.

Chief Harwig advised that this change order is to add conduit in Conference Room, in the amount of \$291.12.

- Approval of Change Order #004: CE #001 – Revised Interior Finishes
Chief Harwig advised that this change order is to revise interior finishes, in the amount of \$1,213.70.
- Approval of Change Order #005: CE #004 – Monument Sign
Chief Harwig advised that this change order is to add monumentation signage, in the amount of \$19,100.00.
- Approval of Change Order #006: CE #010 – Revised Casework Plans
Chief Harwig advised that this change order is to revise casework plans, in the amount of \$9,003.43.

Director Kupferer moved to approve Draw Request #4 as presented. Director Galicia seconded the Motion. The Motion passed unanimously.

Director Collins moved to ratify Change Order #003: to add ¾” conduit in Conference Room, Change Order #004: Revised interior finishes, Change Order #005: Monument sign, Change Order #006: Revised casework plans as presented. Director Kupferer seconded the Motion. The Motion passed unanimously.

Chief Harwig advised the Board that the administration building doesn't have any signage figured into the builder's contract, but would like to figure out what type of signage should be put on the building. Options will be sent to the Board for review when available.

Station 1 Parcel – proposed El Paso County satellite office and Sheriff's Office substation

Attorney Fritsche advised that the Minor Development Site Plan has been approved by El Paso County Planning Department. Water and sewer taps are expected to be connected sometime in June. The temporary modular structure is expected to be installed in July. The County expects to engage an architectural firm to design the permanent structure by June 1st.

Attorney Fritsche also advised that Jackie Reed with El Paso County submitted a Purchase Order to Land Title for the seller's title policy invoice. The policy has not yet been issued, but should have been issued one or two days after the Deed was recorded. Land Title will issue the policy upon payment of the premium. Ms. Reed is also confirming the District's invoice has been approved for payment by the County.

May Director Election Update

The Board will hold a special meeting on May 11, 2022 at 4:00 for the purpose of appointing candidates to fill the two vacant Board seats until the next regular election in May, 2023.

NEW BUSINESS

FFPD Member Handbook Draft Review

Tabled to June, 2022

EXECUTIVE SESSION

None.

PUBLIC COMMENT

None.

ADJOURNMENT

Director Kupferer moved to adjourn the Board meeting. Director Galicia seconded the Motion. The Motion passed unanimously. The meeting adjourned at 17:08 hours on April 20, 2022.

I hereby attest to the accuracy of the meeting Minutes:

Michael Collins, Secretary