

**Falcon Fire Protection District  
Board of Directors Regular Board Meeting  
March 16, 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, March 16, 2022.

**ATTENDANCE**

Thomas Kerby, President  
Dan Kupferer, Vice President  
Ray Hawkins, Treasurer  
Michael Collins, Secretary – via conference call at 16:06  
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  
Corey Kirt, Battalion Chief, FFPD  
Gretchen Tetzlaff, Office Manager, FFPD  
Other members of the Falcon Fire Protection District  
Members of the public

**ABSENT**

Jon Webb, EMS Division Chief, FFPD

**ADDITIONS/DELETIONS TO THE AGENDA**

None.

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT**

None.

**CORRESPONDENCE**

None.

**APPROVAL OF THE MINUTES**

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

**REPORTS**

**Treasurer's Report**

Chief Harwig reviewed the written February Treasurer's Report with the Board. The Chief noted 16.7% of the 2022 fiscal year is complete in this report.

Total General Fund Budget revenues received were at 2%. Total General Fund expenditures across all categories were at 10%.

The Ambulance Fund Budget revenues received were at 6%. Transport fees were at 18%. Total Ambulance Fund expenditures were at 11%.

The Capital Improvement Fund revenues received were at 0%. 15% has been spent out of the Lease Purchase account. Total expenditures were at 13%.

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

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

#### Staff Report

Deputy Chief Petersma advised there were 60 Reserve standby hours for the month of February.

Deputy Chief Petersma advised that the updated incident count for January, 2022 was 423 calls for the month.

Deputy Chief Petersma supplied an updated written Transport Report to the Board. The report shows that the crews transported 159 patients in the month of January.

Deputy Chief Petersma supplied an update on COVID calls, which have decreased quite a bit since January.

#### Attorney's Report

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

#### **UNFINISHED BUSINESS**

##### Administration Building Addition & Remodel

Chief Harwig advised that everything is going really well. Currently the project is about 2 weeks ahead of schedule for now, but they anticipate substantial completion on July 6, 2022 which is on schedule. He also advised that the generator was ordered in October, 2021, but won't be delivered until November, 2022.

- iiCon Construction Draw Request #3  
Chief Harwig presented the Board with Draw Request #3 in the amount of \$347,953.87. A discussion of completed items and the process and timing for pre order items took place.
- Approval of Change Order #002: Grout Filling of Masonry Wall  
Chief Harwig advised that this change order is to fill the existing masonry wall with grout where grout was missing, in the amount of \$2,648.07.

*Director Galicia moved to approve Draw Request #3 as presented. Director Kupferer seconded the Motion. The Motion passed unanimously.*

*Director Kupferer moved to ratify Change Order #002: Grout Filling of Masonry Wall. Director Galicia seconded the Motion. The Motion passed unanimously.*

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

Attorney Fritsche advised that everything is basically done with the Sheriff’s Office substation transfer, and advised Chief Harwig that he should be receiving a Title Policy from Land Title. She also stated that the Substation Cross Access Easement and Maintenance Agreement, Special Warranty Deed and BoCC Resolution approving the Agreement and accepting Tract B have been recorded. The MOU, between the Sheriff’s Office and the District does not need to be recorded.

May Director Election Update

Chief Harwig advised that there was only one request for nomination received by the statutory deadline for the three open Director positions, therefore the May election has been canceled. Cory Galicia was elected by acclamation to a 3-Year term. This leaves two vacant seats that Chief Harwig received interest letters from the two current term limited Directors to fill those seats.

Attorney Fritsche advised that the vacant positions currently do not exist and cannot be voted on or filled by the Board until after the May 3, 2022 election date. The Board vacancies must be filled by Director appointments made during a Board meeting.

The Board determined to call a special meeting which will be held on May 11, 2022 at 4:00 for the purpose of appointing candidates to fill the vacant 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**

Director Kerby advised that his wife works at the Fresh Start Center, located at 7375 Adventure Way, Colorado Springs, CO 80923, which is a local food pantry. They are very low on food and need donations.

**ADJOURNMENT**

*Director Collins moved to adjourn the Board meeting. Director Hawkins seconded the Motion. The Motion passed unanimously. The meeting adjourned at 16:48 hours on March 16, 2022.*

I hereby attest to the accuracy of the meeting Minutes:

---

Michael Collins, Secretary