

**Falcon Fire Protection District
Board of Directors Regular Board Meeting
December 09, 2020
Approved Minutes**

Call to Order

President Kerby called the regular meeting of the Board of Directors to order at 16:04 hours on Wednesday, December 09, 2020.

ATTENDANCE

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

ALSO PRESENT

Joan Fritsche, Legal Counsel
Trent Harwig, Fire Chief, FFPD
Jeff Petersma, Deputy Chief, FFPD – via conference call
Jon Webb, EMS Division Chief, FFPD – via conference call
Joseph Cosgrove, Battalion Chief, FFPD – via conference call
Gretchen Tetzlaff, Office Manager, FFPD
Other members of the Falcon Fire Protection District
Steve Hammers, Hammers Construction
Joe Butler, Hammers Construction

ABSENT

Joan Hathcock, Vice President – Excused

Director Hawkins moved to excuse the absence of Director Hathcock. Director Collins seconded the Motion. The Motion passed unanimously.

ADDITIONS/DELETIONS TO THE AGENDA

None.

APPROVAL OF AGENDA

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

PUBLIC COMMENT

None.

CORRESPONDENCE

President Kerby received a resignation letter from Director Hathcock effective January 1, 2021.

APPROVAL OF THE MINUTES

Director Collins moved to approve the November 11, 2020 Regular Board Meeting Minutes as written. Director Hawkins seconded the Motion. The Motion passed unanimously.

REPORTS

Treasurer's Report

Chief Harwig reviewed the written November Treasurer's Report with the Board. The Chief noted 92% of the fiscal year is complete.

The General Fund Budget revenues received were at 100%. Specific Ownership Tax revenue is at 103%. Total General Fund expenditures across all categories were at 86%. Which brings the District to 6% under budget.

The Ambulance Fund Budget revenues received were at 92%. Transport fees were at 76%. Total Ambulance Fund expenditures were at 66%.

The Capital Improvement Fund revenues received were at 101%. Total expenditures were at 38%.

The Rural Water Fund expenditures for the month of November were at 21%.

Director Kupferer moved to accept the November, 2020 Treasurer's Report as presented. Director Hawkins seconded the Motion. The Motion passed unanimously.

Staff Report

Chief Harwig advised that the total calls for the month were at 280, which brings the total for eleven months at 2702.

Deputy Chief Petersma advised that the applicants have been interviewed for the Reserve Academy and offers will be made to approximately 20 candidates.

Deputy Chief Petersma reviewed the Incidents and response times for November with the Board.

Chief Harwig advised there were 132 Reserve standby hours for the month of November.

EMS Division Chief Webb reviewed a written Transport Report with the Board and advised the crews transported 88 patients in the month of November and responded to 1 other patient who refused transport. The year-to-date count is at 978.

EMS Division Chief Webb advised that there were a couple of employees who tested positive for COVID-19. They have a chart that they are to follow and cannot come back to work until they've been without a fever, without medication for the fever for 72 hours. If they still have a mild cough or any mild symptoms, they need to wear a mask while on duty. All employees are also advised not to have large gatherings and cannot accept food donations from the public.

Attorney's Report

A written Attorney's Report was provided to the Board and Attorney Fritsche advised the Board that the topics covered in the written report are covered in the Board meeting Agenda.

UNFINISHED BUSINESS

Station 3 Development Plan Status

Chief Harwig advised that a letter of financial responsibility was submitted to the County and it was accepted. The Development Plan has been approved.

President Kerby advised that there have been issues and delays with the County processing land use approvals for the Station 3 parcel, due to new and inexperienced staff not understanding the proper way to process the Fire District's particular project on the Station 3 parcel. President Kerby wanted to acknowledge the Director of Planning and senior staff for stepping in to help move the land use approvals along, and President Kerby wanted to thank the Director of Planning and senior staff for all of their help.

Construction Update

Steve Hammers and Joe Butler from Hammers Construction attended the meeting to give the Board an update and answer questions on the status of the new Station 3 construction. The metal building shell is scheduled for delivery on Friday, December 11th. They provided the Board with an updated construction schedule and stated Hammers expects to be finished with construction by the first week in July, 2021. Once the building permit is issued by the County, they will start raising up the building. Mr. Hammers stated that they have been bringing in good free dirt that they expect to use for backfilling.

Ratification of Hammers Construction Draw No. 1198-7

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

Director Hawkins moved to ratify the Hammers Construction Draw No. 1198-7. Director Kupferer seconded the Motion. The Motion passed unanimously.

Approval of Change Orders

None.

Administration Building

Chief Harwig advised he would be speaking with YOW Architects regarding the roof design and concerns regarding roof drainage for the administrative building renovation. They have also been advised to change the plans to specify steel frame construction instead of wood frame.

Zoning Change for Station 3 Property

Chief Harwig advised that, at the request of the County, LDC is working on a zoning change for the Station 3 property from PUD to CR. The Board supports the zoning change as the leaseholder of the property. As the property owner, Farmers State Bank of Calhan will need to sign off on it as well.

NEW BUSINESS

2021 Budget Hearing

President Kerby opened the public hearing on the 2021 Budget at 17:26 hours. Chief Harwig provided and reviewed the final versions of the 2021 General Fund Budget, the 2021 Ambulance Transport Fund Budget, the 2021 Capital Projects Fund Budget, and the 2021 Rural Water System Fund Budget. President Kerby invited discussion from any members of the public. There was no public comment. The Board closed the budget hearing at 18:01 hours. The last page of the Budget document contains the Affidavit of Publication of Notice of the Budget Hearing.

Consider Resolution to Adopt 2021 Budget

- Resolution 12-09-2020-1 – Resolution to Adopt 2021 Budget

Director Collins moved to Adopt Resolution 12-09-2020-1, Resolution to Adopt 2021 Budget. Director Hawkins seconded the Motion. The Motion passed unanimously.

Consider Resolution 12-09-2020-2 to Appropriate Sums of Money

- Resolution 12-09-2020-2 to Appropriate Sums of Money

Director Kupferer moved to Adopt Resolution 12-09-2020-2, Resolution to Appropriate Sums of Money as amended. Director Hawkins seconded the Motion. The Motion passed unanimously.

Consider Resolution 12-09-2020-3 to Set Mill Levy

- Resolution 12-09-2020-3 – Resolution to Set Mill Levy

Director Kupferer moved to Adopt Resolution 12-09-2020-3, Resolution to Set Mill Levy. Director Collins seconded the Motion. The Motion passed unanimously.

2021 Board Meeting Posting Notice

Chief Harwig provided the Board with the 2021 Board Meeting Posting Notice for review.

Director Collins moved to Adopt the 2021 Board Meeting Posting Notice as amended. Director Hawkins seconded the Motion. The Motion passed unanimously.

Consider Resolution 12-09-2020-4 approving 2021 regular meeting schedule, Pension Board meeting schedule and meeting posting places

Chief Harwig provided the Board with Resolution 12-09-2020-4 approving 2021 regular meeting schedule and meeting posting places for review and approval.

Director Collins moved to Adopt Resolution 12-09-2020-4 as amended, approving 2021 regular meeting schedule and meeting posting places. Director Hawkins seconded the motion. The motion passed unanimously.

2021 Pension Board Meeting Posting Notice

Chief Harwig provided the Board with the 2021 Pension Board Meeting Posting Notice for review. The Board directed the staff to post the meeting schedule.

2021 Pay Leave & Allowance Schedule

Chief Harwig provided the Board with the 2021 Pay Leave and Allowance Schedule.

After discussion, Director Collins moved to adopt 2021 Pay Leave and Allowance Schedule as presented. Director Hawkins seconded the Motion. The Motion passed unanimously.

EXECUTIVE SESSION

None.

PUBLIC COMMENT

None.

ADJOURNMENT

Director Collins moved to adjourn the Board meeting. Director Hawkins seconded the Motion. The Motion passed unanimously. The meeting adjourned at 18:37 hours on December 9, 2020.

I hereby attest to the accuracy of the meeting Minutes:

Michael Collins, Secretary