

**Falcon Fire Protection District  
Board of Directors Regular Board Meeting  
August 17, 2022  
Approved Minutes**

**Call to Order**

President Kerby called the regular meeting of the Board of Directors to order at 15:01 hours on Wednesday, August 17, 2022.

**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  
Jon Webb, EMS Division Chief, FFPD  
Joe Cosgrove, Battalion Chief, FFPD  
Gretchen Tetzlaff, Office Manager, FFPD  
Other members of the Falcon Fire Protection District  
Michelle Barrette, the New Falcon Herald  
Members of the public  
Daniel Slaymaker, CPA with Erickson, Brown & Kloster, LLC

**ABSENT**

Corey Kirt, Battalion Chief, FFPD  
David Smith, Battalion Chief, FFPD

**ADDITIONS/DELETIONS TO THE AGENDA**

None.

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT**

Director Collins advised the Board that retired fire chief LaVern Kauffman's memorial service will be at Core Church in Falcon on September 10<sup>th</sup> at 10:00am.

**CORRESPONDENCE**

None.

**AUDIT PRESENTATION**

Daniel Slaymaker, auditor from Erickson, Brown & Kloster, LLC, provided the draft financial statements for the Board's review for the 2021 Audit. He advised that the audit opinion is a clean or unmodified audit opinion, which is good. The results of the audit were maintained as prior years' audits had been. No issues were found. There were no difficulties during the audit. The auditor considers areas of risk associated with the financial statements and account balances and found none.

All support was readily provided to the auditors. Gretchen Tetzlaff and Chief Harwig were both very helpful and involved in the audit and were able to provide them with requested documentation in a timely fashion.

### **APPROVAL OF THE MINUTES**

*Director Collins moved to approve the July 20, 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 July Treasurer's Report with the Board. The Chief noted 58.3% of the 2022 fiscal year is complete in this report.

Total General Fund Budget revenues received were at 94%. Specific Ownership Tax is at 59%. Total General Fund expenditures across all categories were at 50% of budget year to date.

The Ambulance Fund Budget revenues received were at 56%. Transport fees were at 68%. Total Ambulance Fund expenditures were at 48% of budget year to date.

The Capital Improvement Fund revenues received were at 51%. 71% has been spent out of the Lease Purchase account. Total expenditures were at 42% of budget year to date.

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

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

#### **Staff Report**

Deputy Chief Petersma advised that there were no reserve hours for the month of July. Most reservists have been hired by the District.

Deputy Chief Petersma advised that the incident count for June, 2022 was 297 calls for the month and a total of 2,084 calls for the year.

Deputy Chief Petersma also advised that starting July 1<sup>st</sup>, the reports will show an uptick in mutual aid given to Cimarron Hills Fire for automatic response calls because Cimarron Hills started its ambulance service in July.

EMS Division Chief Webb supplied a written Transport Report to the Board. The report shows that the crews transported 159 patients in the month of July and 968 for the year.

EMS Division Chief Webb also advised that the District has been awarded another ESA Grant for a stair chair. The new ambulance is expected to be shipped in September and will be put in service as a reserve ambulance to rotate in as the other ambulances go in for routine maintenance. The old backup ambulance will be used less, but on an as needed basis.

Attorney's Report

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

**UNFINISHED BUSINESS**

Administration Building Addition & Remodel

Chief Harwig advised that the Administration Building is close to completion. Substantial Completion is pending delivery and installation of the two RTUs

o iiCon Construction Draw Request #8

Chief Harwig presented the Board with Draw Request #8 in the amount of \$218,466.10

o Approval of Change Order #021: Material Escalation Credit

o Approval of Change Order #24: Added Furring for Office 8 and hallway 22

o Approval of Change Order #25: Door Bell

o Approval of Change Order #26: Added Outlets in Dias

*Director Hawkins moved to approve Draw Request #8 in the amount of \$218,466.10 as presented. Director Kupferer seconded the Motion. The Motion passed unanimously.*

*Director Kupferer moved to approve Change Order #021: Material Escalation Credit in the amount of \$29,138.17. Director Galicia seconded the Motion. The Motion passed unanimously.*

*Director Galicia moved to approve Change Order #24: Added Furring for Office 8 and hallway 22 in the amount of \$3,133.54. Director Collins seconded the Motion. The Motion passed unanimously.*

*Director Kupferer moved to approve Change Order #25: Door Bell in the amount of \$574.32. Director Hawkins seconded the Motion. The Motion passed unanimously.*

*Director Collins moved to approve Change Order #26: Added Outlets in Dias in the amount of \$625.24. Director Galicia seconded the Motion. The Motion passed unanimously.*

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

President Kerby advised that he has not heard anything from the Sheriff's Office regarding the substation.

Attorney Fritsche advised that the Seller's Title Policy has not been received, although the premium has been paid.

Paid Family and Medical Leave Insurance (FAMLI)

Attorney Fritsche advised the Board will need to hold a public hearing regarding the Family Medical Leave Insurance (FAMLI) during the November Board meeting with notice to the employees in October.

**NEW BUSINESS**

None.

**EXECUTIVE SESSION**

None.

**PUBLIC COMMENT**

Michelle Barrette from the New Falcon Herald advised that she loved the meeting and it was very informative.

**ADJOURNMENT**

*Director Collins moved to adjourn the Board meeting. Director Galicia seconded the Motion. The Motion passed unanimously. The meeting adjourned at 16:46 hours on August 17, 2022.*

I hereby attest to the accuracy of the meeting Minutes:

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Michael Collins, Secretary