

**Falcon Fire Protection District  
Board of Directors Regular Board Meeting  
November 10, 2021  
Approved Minutes**

**Call to Order**

President Kerby called the regular meeting of the Board of Directors to order at 16:03 hours on Wednesday, November 10, 2021.

**ATTENDANCE**

Thomas Kerby, President  
Dan Kupferer, Vice President  
Ray Hawkins, Treasurer  
Michael Collins, Secretary – arrived at 16:38  
Cory Galicia, 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  
Joe Cosgrove, Battalion Chief, FFPD – via conference call  
Corey Kirt, Battalion Chief, FFPD – via conference call  
Gretchen Tetzlaff, Office Manager, FFPD  
Other members of the Falcon Fire Protection District  
Members of the public

**ABSENT**

None.

**ADDITIONS/DELETIONS TO THE AGENDA**

None.

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT**

None.

**CORRESPONDENCE**

None.

**APPROVAL OF THE MINUTES**

*Director Kupferer moved to approve the October 20, 2021 Regular Board Meeting Minutes as written. Director Galicia seconded the Motion. The Motion passed unanimously.*

**RECESS TO PENSION BOARD**

Trustee Kerby convened the Pension Board meeting at 16:06 hours. The Regular meeting proceeded concurrently. The Pension Board meeting adjourned at 16:38 hours and the business of the District Board continued after the Pension Board meeting adjourned.

**REPORTS**

### Treasurer's Report

Chief Harwig reviewed the written September Treasurer's Report with the Board. The Chief noted 83% of the 2021 fiscal year is complete in this report.

Total General Fund Budget revenues received were at 97%. Specific Ownership taxes were at 86%. Total General Fund expenditures across all categories were at 70%.

The Ambulance Fund Budget revenues received were at 85%. Transport fees were at 115%. Total Ambulance Fund expenditures were at 67%.

The Capital Improvement Fund revenues received were at 88%. Total expenditures were at 45%.

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

*Director Kupferer moved to accept the October, 2021 Treasurer's Report as presented. Director Galicia seconded the Motion. The Motion passed unanimously.*

### Staff Report

Chief Harwig advised the Board that the Memorandum of Lease for Fidelity Towers had been recorded and received by the District. The Board discussed possibly extending the Station 2 driveway beyond what Fidelity Towers is contracted to install and paying the difference to upgrade from asphalt to concrete.

Battalion Chief Cosgrove reviewed the written reports with the Board which included the October incident counts which were at approximately 330 calls, response times, mutual aid given and mutual aid received.

EMS Division Chief Webb reviewed a written Transport Report with the Board and advised the crews transported 139 patients in the month of October.

EMS Division Chief Webb advised that AMR has been requesting our ambulances quite a bit, but some of the calls have been refused as per the mutual aid agreement.

EMS Division Chief Webb advised that there have been a lot of elderly COVID cases lately.

Chief Harwig advised there were 216 Reserve standby hours for the month of October.

### Attorney's Report

Attorney Fritsche provided a written Attorney's Report to the Board and reviewed it with them.

### **UNFINISHED BUSINESS**

#### New Station 3

Chief Harwig advised that the crews have moved into the new station. Hammers Construction is finished with the building and the only other item will be the flagpole and lights that they will be installing and they will also install two more flagpoles for the District as well.

Chief Harwig also advised that he went to the County to pull permits for the Station 3 monument sign. The County said that since the District is a government entity, permits will not be required.

Administration Building Addition & Remodel

Chief Harwig advised that iiCON Construction was in the building today along with some of their contractors for the demolition. D2 Demolition will be starting on December 6, 2021.

**NEW BUSINESS**

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

President Kerby advised that he met with representatives, Jacqueline Reed (Jackie) from the Sheriff’s office, Alissa Werre and Dave Forney from the County Department of Transportation last week. They walked the Station 1 parcel together to determine what would fit on the lot. Jackie and Alissa were concerned that the proposed building would not fit. President Kerby advised them to get a preliminary site plan done to determine what size building would fit. They hired Land Development Consultants, Inc. (LDC) to draw up the plans. Director Kupferer, who is also the Vice President of LDC advised that there is plenty of room on the lot for the proposed building and plenty of parking as well.

Attorney Fritsche advised that the legal fee costs to the District for the Sheriff’s office substation will be reimbursed to the District by the County.

FFPD Member Handbook Draft Review

Attorney Fritsche advised that a draft is ready to share with the chiefs to review to make sure they were comfortable with it. There are SOP’s that will need to be updated and possibly incorporated into the Handbook as well.

**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 17:45 hours on November 10, 2021.*

I hereby attest to the accuracy of the meeting Minutes:

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Michael Collins, Secretary