

**Falcon Fire Protection District
Board of Directors Regular Board Meeting
June 19, 2024 Approved Minutes**

CALL TO ORDER

President Reid called the regular meeting of the Board of Directors to order at 1500 hours on Wednesday, June 19, 2024.

ATTENDANCE

James Reid, President
Dan Kupferer, Vice President – via conference call, called in at 1502
Ray Hawkins, Treasurer
Edward (Steve) Podoll, Secretary
Thomas Kerby, Assistant Secretary

ALSO PRESENT

Joan Fritsche, Legal Counsel
Trent Harwig, Fire Chief, Falcon Fire Protection District
Jeff Petersma, Deputy Chief, Falcon Fire Protection District
Jon Webb, EMS Division Chief, Falcon Fire Protection District
Joe Cosgrove, Battalion Chief, Falcon Fire Protection District – on a call, arrived at 1505
Curtis Kauffman, Lt./Fire Inspector, Falcon Fire Protection District
Rob Wilkerson, Fleet Mechanic, Falcon Fire Protection District
Twyla Kuemmerle, Administrative Assistant, Falcon Fire Protection District
Mike Collins, District Chaplain
Other members of the Falcon Fire Protection District

ABSENT

Corey Kirt, Battalion Chief, Falcon Fire Protection District
David Smith, Battalion Chief, Falcon Fire Protection District
Gretchen Tetzlaff, Office Manager, Falcon Fire Protection District

APPROVAL OF AGENDA

Director Hawkins moved to approve the agenda. Director Podell seconded the Motion. The Motion passed unanimously.

PUBLIC COMMENT

Chaplin Mike Collins advised the Board that services are pending for former Falcon Fire Protection District Fire Fighter, Mike Ayers. Mike passed away at his home on June 12, 2024. Mike was the son of Dick Ayers, who was a former Member of the Board of Directors with the District. Please keep the family in your prayers during this difficult time.

CORRESPONDENCE

Chief Harwig advised the Board that the District received an Audit Letter from Erickson, Brown & Kloster, LLC regarding the 2023 Audit. The District's Auditor, Daniel Slaymaker, will be present at next month's Board of Director's Meeting and will give a 15-minute presentation on their findings. Chief Harwig was contacted by a Realtor to see if the District had any interest selling a piece of the property located between Station 3 and Meridian Rd. The Realtor is working with a Church that needs a larger parcel and are trying to coordinate with the District and Cygnet Land to create one lot. Chief Harwig stated that the District is interested, the Realtor will keep us posted on any findings. Chief Harwig also stated that the District needs to know sooner, rather than later, identify this parcel's size and shape. Director Kerby stated that he thought that the District had already requested that Land Development

Consultants create a legal description. Chief Harwig stated that he will follow up with Land Development Consultants.

APPROVAL OF THE MINUTES

Director Kerby moved to approve the May 15, 2024 Regular Board Meeting Minutes as presented.

Director Hawkins seconded the Motion. The Motion passed unanimously.

REPORTS

Treasurer's Report

Chief Harwig reviewed the May's Treasurer's Report with the Board. The Chief noted 41.7% of the 2024 fiscal year is complete in this Report.

Total General Fund Budget revenues received were at 64%. SB238 Backfill in the amount of \$576,477.00 and SB001 Backfill in the amount of \$727,971.00 have been received. These amounts are important because the District will not receive them next year and they may be included in the District's 2023 base tax revenue calculation. Specific Ownership Tax is at 45%. Total General Fund expenditures across all categories were at 43% of the budget.

The Ambulance Fund transport fees were at 43% of budget. Total revenues received were at 48%. Total expenditures were at 38%.

The Capital Improvement Fund revenues received were at 50%. Total Capital Improvement Fund expenditures were at 10%.

The Rural Water Fund Revenues had no activity or expenditures for the month of May. Total Rural Water Fund expenditures were at 0% of budget.

Director Hawkins moved to accept the May 2024 Treasurer's Report. Director Podoll seconded the Motion. The Motion passed unanimously.

Staff Report

Deputy Chief Petersma reviewed the written reports for April which included the April incident counts which were at approximately 331 calls, response times, mutual aid given and mutual aid received.

Deputy Chief Petersma reported that there were 0 Reserve hours for the month of May.

EMS Division Chief Webb reported reviewed the written Transport Report with the Board and advised that the crews transported 129 patients in the month of May.

Fire Prevention Lieutenant Kauffman provided a written Plan and Building Inspection Report for the Board's review.

Attorney's Report

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

UNFINISHED BUSINESS

Maintenance Building Project

Chief Harwig advised the Board that the building permit has not been pulled as of today but is expected to be pulled by the end of this week or beginning of next week. Hammer's Construction intends to start some ground work next week on the foundation area as soon as the permit is issued. The metal building frame is on site. Minimal ground work has begun, just for the access road on 7th Street. There is no additional activity to report. The District has been working with Hammer's Construction on a change order, which will have a negative amount, approximately \$55,000 to \$60,000, on some items that were removed from the building plans, plus all of Hammers new numbers. Joe Butler will be at next month's Board Meeting to go over these changes with the Board. The District did pay the tap fees for Woodmen Hills Metro District, Chief Harwig was unsure of the exact amount but stated it was between \$20,000-\$25,000. Chief Harwig requested, through their finance officer, for a reimbursement or reduction of these fees. The District's request will have to be approved by Woodman Hill's Board. Chief Harwig has not heard anything back as of today. Director Kerby requested Chief Harwig obtain an updated construction schedule from Hammers for the next Board Meeting. Chief Harwig will send the schedule to Director Kerby when he receives it. The Board discussed the approval of Hammer's Construction Pay Application #2 in the amount of \$217,058.60.

Director Kerby moved to a approve the Hammers Construction Pay Application #2 in the amount of \$217,058.60 pending building permit issuance. Director Podoll seconded the Motion. The Motion passed unanimously.

Station 1 Parcel – Tract B El Paso County Sheriff's Office Substation

Director Kerby stated that the plans have been approved by the County and they are ready to start construction. The District has reviewed the site plans and the County has agreed to all of the Districts requests. We are missing easement and maintenance agreements. The District attorney needs to continue to follow up on the legal aspects.

NEW BUSINESS

Simpleworks Cyber Security Briefing was presented by Steve Smith, CIO. The following Cyber Assessments were reviewed in order to comply with the District's Insurance provider's requirements through 2025:

1. The District's current exposure to Personally Identifiable Information (PLL) [or PII?]
2. The District's progress on recommendations or findings identified in the initial NetDiligence Quiet Audit cyber assessment.
3. The District's next steps to take over the next year regarding the District's Cyber Security.

Mr. Smith stated that the District's overall evaluation exceeds its counterparts.

PUBLIC COMMENT

None.

EXECUTIVE SESSION

None.

ADJOURNMENT

Director Hawkins moved to adjourn the Board meeting. Director Podoll seconded the Motion. The Motion passed unanimously. The meeting adjourned at 1352 hours.

I hereby attest to the accuracy of the meeting Minutes:

Edward Podoll, Secretary