

**Falcon Fire Protection District  
Board of Directors Regular Board Meeting  
October 20, 2021  
Approved Minutes**

**Call to Order**

President Kerby called the regular meeting of the Board of Directors to order at 16:00 hours on Wednesday, October 20, 2021.

**ATTENDANCE**

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

**ALSO PRESENT**

Joan Fritsche, Legal Counsel – Arrived at 16:23  
Trent Harwig, Fire Chief, FFPD  
Jeff Petersma, Deputy Chief, FFPD  
Jon Webb, EMS Division Chief, FFPD  
Joe Cosgrove, Battalion Chief, FFPD  
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 amended. Director Hawkins seconded the Motion. The Motion passed unanimously.*

**SWEARING CEREMONY**

Chief Harwig swore in Firefighter Travis Gennette. Travis was badged by his wife.

**PUBLIC COMMENT**

None.

**CORRESPONDENCE**

None.

**APPROVAL OF THE MINUTES**

*Director Collins moved to approve the September 8, 2021 Rescheduled Regular Board Meeting Minutes as amended. Director Hawkins seconded the Motion. The Motion passed unanimously.*

**REPORTS**

Treasurer's Report

Chief Harwig reviewed the written September Treasurer's Report with the Board. The Chief noted 75% of the 2021 fiscal year is complete in this report.

Total General Fund Budget revenues received were at 96%. Specific Ownership taxes were at 78%. Total General Fund expenditures across all categories were at 67%. Which brings the General Fund 8% under Budget for the year.

The Ambulance Fund Budget revenues received were at 82%. Transport fees were at 102%. Total Ambulance Fund expenditures were at 62%.

The Capital Improvement Fund revenues received were at 35%. Total expenditures were at 42%.

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

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

#### Staff Report

EMS Division Chief Webb reviewed a written Transport Report with the Board and advised the crews transported 124 patients in the month of September. Chief Webb also reviewed a written Ambulance Mutual and Automatic Aid Given report, and a Mutual or Automatic Aid Received for EMS report with the Board as well.

EMS Division Chief Webb advised that AMR will now be at a level zero before they call for a Falcon Fire ambulance.

EMS Division Chief Webb advised that COVID cases are still prevalent. Masks are highly encouraged for the public coming into the stations.

Deputy Chief Petersma advised there were 288 Reserve standby hours for the month of September.

Deputy Chief Petersma reviewed the written reports for the August and September incident counts, response times, mutual aid given and mutual aid received with the Board.

#### Attorney's Report

Attorney Fritsche provided a written Attorney's Report to the Board and reviewed it with them. She advised that Chief Harwig, President Kerby and herself met with El Paso County staff and the El Paso County Sheriff's office regarding the Station 1 substation parcel. The Deputy County attorney they are working with has a lot of land use planning experience.

Attorney Fritsche also advised that the Sheriff's Department has agreed not to do any work on the lot until they own that portion of land. The County will send out an engineer and a surveyor to stake out the property. After that is completed and approved by the District, they will process a subdivision plat exemption to carve out that parcel. They will also keep the District apprised of the plans and footprint of what they intend on placing on the parcel beforehand. Chief Harwig will need to sign the application and supporting documentation. The District requests a Special Warranty Deed. The County will be drafting a Memorandum of Understanding.

## UNFINISHED BUSINESS

### New Station 3

Chief Harwig advised that they are waiting for the final punch list to be completed. The flag pole needs to be placed and a few other items. The flooring has been sanded down and is ready for tile and the tile should be started next Tuesday.

### Ratification of Hammers Construction Draw No. 1198-16

Chief Harwig reviewed the final application for payment Construction Draw to Hammers Construction with the Board.

Attorney Fritsche advised that final payment will be paid on October 29th, 2021 at 4:30pm.

*Director Kupferer moved to approve the final application for payment of the Hammers Construction Draw No. 1198-16 and issue the Certificate of Final Payment Director Galicia seconded the Motion. The Motion passed unanimously.*

### Approval of Change Orders/Work Orders

None.

### Administration Building Addition & Remodel

Resolution Authorizing Entering into a Development Lease Purchase Option Agreement by and between Farmer's State Bank of Calhan and the District related to the Remodel of and Addition to the Administration Building, including the Station 3 lease purchase costs, and Authorizing Chief Harwig to execute the Agreement and related documents.

*Director Hawkins moved to approve the Resolution No. 10-20-2021-1 Authorizing Entering into a Development Lease Purchase Option Agreement By And Between the Falcon Fire District Farmer's State Bank of Calhan. Director Galicia seconded the Motion. The Motion passed unanimously.*

### iiCon Construction Contract

Chief Harwig advised that iiCon Construction advised that they would start demolition of the administration building on December 6, 2021 with a planned finish date of July 11, 2022.

### Fidelity Towers Station 2 Lease

Deputy Chief Petersma advised that they approved the changes made to the memorandum of lease by Attorney Fritsche. The District is waiting to receive their signed and notarized copies of the lease. Fidelity has also requested District signatures on land use application documents so they can move forward with the County approval process.

## NEW BUSINESS

*Director Kupferer moved to set the Budget Hearing for December 8, 2021, which will be at Station 1, 12072 Royal County Down Rd., Falcon. Director Collins seconded the Motion. The Motion passed unanimously.*

### 2021 Preliminary Budget

Chief Harwig reviewed the written 2021 Preliminary Budget with the Board.

FFPD Member Handbook Draft Review – Tabled to the November meeting

**EXECUTIVE SESSION**

None.

**PUBLIC COMMENT**

None.

**ADJOURNMENT**

*Director Galicia moved to adjourn the Board meeting. Director Kupferer seconded the Motion. The Motion passed unanimously. The meeting adjourned at 16:08 hours on October 20, 2021.*

I hereby attest to the accuracy of the meeting Minutes:

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Michael Collins, Secretary