

**Falcon Fire Protection District
Board of Directors Regular Board Meeting
December 14, 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, December 14, 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
Corey Kirt, Battalion Chief, FFPD – via conference call
David Smith, Battalion Chief, FFPD
Gretchen Tetzlaff, Office Manager, FFPD
Other members of the Falcon Fire Protection District
Mandi Kirk, Fritsche Law LLC
Tom Seslar, El Paso County – via conference call*
Brian Duggan, BTC Architects – via conference call*
Members of the public

* Left meeting where indicated.

ABSENT

None.

ADDITIONS/DELETIONS TO THE AGENDA

None.

APPROVAL OF AGENDA

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

PUBLIC COMMENT

None.

CORRESPONDENCE

None.

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

Tom Seslar with El Paso County Projects and Brian Duggan with D2C Architects attended the meeting via conference call. President Kerby advised that a Site Development Plan has been submitted to the County for the Sheriff's Office substation.

President Kerby addressed Mr. Seslar and Mr. Duggan, regarding concerns with the Site Development Plan and engineering aspects in particular. President Kerby indicated District representatives were surprised and disappointed that the District was not consulted on construction work planned to take place on the District's property. The Site Development Plan show that the County intends to utilize Falcon Fire Station 1's existing water quality pond, relocate the existing sanitary service line connection and shared parking, without consulting with the District and contemplating documentation of shared maintenance responsibilities. The Site Development Plan needs to address these issues after consultation with the District.. President Kerby asked Mr. Seslar and Mr. Duggan to meet with the Falcon Fire District regarding the Site Development Plan and future plans for the project and they agreed.

* Mr. Seslar and Mr. Duggan left the meeting at this time.

APPROVAL OF THE MINUTES

Director Galicia moved to approve the November 16, 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 November Treasurer's Report with the Board. The Chief noted 91.7% of the 2022 fiscal year is complete in this report.

Total General Fund Budget revenues received were at 102%. Specific Ownership Tax is at 98%. Total General Fund expenditures across all categories were at 89% of budget year to date.

The Ambulance Fund Budget revenues received were at 121%. Transport fees were at 111%. Total Ambulance Fund expenditures were at 73% of budget year to date.

The Capital Improvement Fund revenues received were at 102%. 92% has been spent out of the Lease Purchase account. Total expenditures were at 56% of budget year to date.

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

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

Staff Report

Deputy Chief Petersma reviewed the written reports with the Board for October, 2022 which included the October incident counts which were at approximately 294 calls, response times, mutual aid given and mutual aid received.

Deputy Chief Petersma advised that there were 127.5 Reserve hours for the month of November.

EMS Division Chief Webb reviewed a written Transport Report with the Board and advised that the crews transported 152 patients in the month of November. Chief Webb advised that the new ambulance will be inspected tomorrow.

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 last HVAC unit ("RTU") has been delivered and installed and fired up as of today. The contractor will do system balancing and door adjustments next week now that the building has been pressurized. iiCON has not sent its final invoice and doesn't expect to receive it until next year.

President Kerby advised that the sewer backup was caused by an error on the contractor's part. He advised the District should not be invoiced for those costs.

Attorney Fritsche advised that a Notice of Final Payment must be published two times before final payment is made.

NEW BUSINESS

2023 Budget Hearing

Director Kupferer moved to open the 2023 Budget Hearing. Director Collins seconded the Motion. The Motion passed unanimously.

Public Comment

None.

President Kerby opened the public hearing on the 2023 Budget at 15:46 hours. Chief Harwig provided and reviewed the final versions of the 2023 General Fund Budget, the 2023 Ambulance Transport Fund Budget, the 2023 Capital Projects Fund Budget, and the 2023 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 15:48 hours. The last page of the Budget document contains the Affidavit of Publication of Notice of the Budget Hearing.

Director Kupferer moved to close the 2023 Budget Hearing. Director Collins seconded the Motion. The Motion passed unanimously.

Consider Resolution to Adopt 2023 Budget

- Resolution 12-14-2022-1 – Resolution to Adopt 2023 Budget

Director Collins moved to Adopt Resolution 12-14-2022-1, Resolution to Adopt 2023 Budget. Director Hawkins seconded the Motion. The Motion passed unanimously.

Consider Resolution 12-14-2022-2 to Appropriate Sums of Money

- Resolution 12-14-2022-2 to Appropriate Sums of Money

Director Kupferer moved to Adopt Resolution 12-14-2022-2, Resolution to Appropriate Sums of Money as written. Director Galicia seconded the Motion. The Motion passed unanimously.

Consider Resolution 12-14-2022-3 to Set Mill Levy

- Resolution 12-14-2022-3 – Resolution to Set Mill Levy

Director Hawkins moved to Adopt Resolution 12-16-2022-3, Resolution to Set Mill Levy. Director Kupferer seconded the Motion. The Motion passed unanimously.

2023 Board Meeting Posting Notice

Chief Harwig provided the Board with the 2023 Board Meeting Schedule Posting Notice for review.

Director Kupferer moved to approve the 2023 Board Meeting Posting Notice. Director Collins seconded the Motion. The Motion passed unanimously

Consider Resolution 12-14-2022-4 approving 2023 regular meeting schedule, Pension Board meeting schedule and meeting posting places

Chief Harwig provided the Board with Resolution 12-16-2022-4 approving 2023 regular meeting schedule, Pension Board meeting schedule and meeting posting places for review and approval.

Director Collins moved to Adopt Resolution 12-14-2022-4 as written, approving 2023 regular meeting schedule, Pension Board meeting schedule and meeting posting places. Director Kupferer seconded the motion. The motion passed unanimously.

Consider 2023 Pay Leave & Allowance Schedule

Chief Harwig provided the Board with the 2023 Pay Leave and Allowance Schedule.

Director Galicia moved to adopt 2023 Pay Leave and Allowance Schedule subject to future amendments. Director Kupferer seconded the Motion. The Motion passed unanimously.

PUBLIC COMMENT

None.

EXECUTIVE SESSION

None.

ADJOURNMENT

Director Kupferer moved to adjourn the Board meeting. Director Collins seconded the Motion. The Motion passed unanimously. The meeting adjourned at 16:11 hours on December 14, 2022.

I hereby attest to the accuracy of the meeting Minutes:

Michael Collins, Secretary