# Call to Order

Board President Reid called the regularmeeting of the Board of Directors to order at 1500 hours on Wednesday, August 16, 2023.

**Attendance**

James Reid, President

Ray Hawkins, Treasurer

Thomas Kerby, Assistant Secretary

Edward (Steve) Podoll, 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 Via Conference call, left at 3:13PM

Curtis Kauffman Lt./Fire Inspector, FFPD

David Smith, Battalion Chief, FFPD

Twyla Kuemmerle, Administrative Asst., FFPD

Other members of the Falcon Fire Protection District

Mike Collins, District Chaplain

**Absent**

Corey Kirt, Battalion Chief, FFPD

Gretchen Tetzlaff, Office Manager, FFPD

**Additions/Deletions to the Agenda**

None.

**Approval of Agenda**

*President Reid moved to approve the agenda. Director Podoll seconded the Motion. The Motion passed unanimously.*

**Public Comment**

District Chaplain Mike Collins asked the Board to join him in a moment of silence and said a few words in recognition of the passing of Director Terry Reed.

**Correspondence**

None.

**SWEARING IN CEREMONY**

Robert Halstead was sworn in as a Fire Fighter by Chief Harwig and badged by Lieutenant Brian Deckard.

**Approval of the Minutes**

# *Director Hawkins moved to approve the July 19, 2023 Regular Board Meeting Minutes as presented. Director Kerby seconded the Motion. The Motion passed unanimously.*

**Reports**

Treasurer’s Report

Chief Harwig reviewed the July’s Treasurer’s Report with the Board. The Chief noted 58.3% of the 2023 fiscal year is complete in this Report.

Total General Fund Budget revenues received were at 94%. Specific Ownership Tax is at 55%. Total General Fund expenditures across all categories were at 50% of budget.

The Ambulance Fund Budget revenues received were at 55%. Transport fees were at 10% under. Total Ambulance Fund expenditures were at 48% of budget.

The Capital Improvement Fund revenues received were at 55%. Total Capital Improvement Fund expenditures were at 27% of budget.

The Rural Water Fund Revenues had no activity or expenditures for the month of July. Total Rural Water Fund expenditures were at 17% of budget.

*Director Hawkins moved to accept the July 2023 Treasurer’s Report, Director Podoll seconded the Motion. The Motion passed unanimously.*

Staff Report

Deputy Chief Petersma did not have a formal report to review, however, he did provide the Board with an update on the new ladder truck. Chief Petersma and five other staff members were in Minnesota the week of August 7th for three days for a pre-construction trip on the ladder truck. Chief Petersma stated that we are under budget and the ladder truck could possibly be delivered ahead of schedule.

Deputy Chief Petersma advised that there were 24 Reserve hours for the month of June.

EMS Division Chief Webb reviewed a written Transport Report with the Board and advised that the crews transported 126 patients in the Month of July.

Fire Prevention Lieutenant Kauffman reviewed a written Plan and Building Inspection Report with the Board. Lieutenant Kauffman updated the Board regarding the Regional Fire Codes. A discussion was held regarding Appendix P, and Wildland Urban Interface. Chief Harwig will e-mail the Directors draft of the fire codes, without the Wildland Urban Interface, once he receives them. Chief Harwig also stated that the Falcon Fire Protection District is ready for the amendments at our level, this will be added to next months agenda to adopt the 2021 International Fire Code.

Attorney’s Report

Attorney Fritsche provided a written Attorney’s Report which was sent separately to the Board.

**Unfinished Business**

Station 1 Parcel – proposed El Paso County Sheriff’s Office substation.

A meeting has been scheduled between the County’s development team and the Fire District to discuss site utilities on August 17th.

Maintenance Building

Chief Harwig reported the Site Development Plan has been submitted and fees paid to El Paso County. El Paso County’s referral period is 4 weeks for comments. The District paid YOW Architects to do an exterior elevation and foot print that would cover the District’s minimum requirements. Attorney Fritsche prepared a proposed timing schedule for the bidding process. The District plans to have a signed design/build contract by the end of November with construction to start in the Spring.

**New Business**

2024 Budget

Attorney Fritsche provided a schedule of the statutory deadlines for the budget adoption process. Chief Harwig will draft and finalize the 2024 Budget; amend the 2023 Budget, if needed, prepare Form DLG70-the Certification of Tax Levies; certify the mill levy to the Board of County Commissioners; and file the adopted 2024 Budget (and Amended 2023 Budget if needed) with the Department of Local Affairs.

RFP Selection Committee

# President Reid asked to be briefed on the RFP Selection Committee. Chief Harwig stated that there are usually two Board Members and himself. At the proposal deadline, the RFP Selection Committee meets and opens the sealed proposals. The Committee reviews all the proposals over the next few days, researches the contractors and prepares an “apples to apples” summary of the proposals. At the November Board meeting, the Committee will discuss the proposals received and make a recommendation to the Board for further negotiations with one or more contractors. Chief Harwig stated that Director Kerby & Dan Kupferer, Land Development Consulting, Inc. had previously been on the RFP Selection Committee. President Reid asked Director Kerby & Dan Kupferer if they would consider being on the RFP Selection Committee again, both agreed.

*A motion was made to by Director Podell to appoint Chief Harwig, Director Kerby & Dan Kupferer to the RFP Selection Committee. Director Hawkins seconded the Motion. The Motion passed unanimously.*

P**ublic Comment**

None.

**Executive Session**

None.

**Adjournment**

*Director Hawkins moved to adjourn the Board meeting. Director Kerby seconded the Motion. The Motion passed unanimously. The meeting adjourned at 1535 hours on August 16, 2023.*

I hereby attest to the accuracy of the meeting Minutes:

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Edward Podoll, Secretary