

**Falcon Fire Protection District
Board of Directors Regular Board Meeting
April 15, 2020
Approved Minutes**

Call to Order

President Kupferer called the regular meeting of the Board of Directors to order at 16:07 hours on Wednesday, April 15, 2020.

ATTENDANCE

Daniel Kupferer, President
Thomas Kerby, Vice President
Cory Galicia, Treasurer – via Zoom conference
Michael Collins, Secretary – via Zoom conference
Joan Hathcock, Assistant Secretary – via Zoom conference – called in at 16:28 hours

ALSO PRESENT

Joan Fritsche, Legal Counsel – via Zoom conference
Trent Harwig, Fire Chief, FFPD
Jeff Petersma, Deputy Chief, FFPD
Jon Webb, EMS Division Chief, FFPD
Gretchen Tetzlaff, Office Manager, FFPD
Other members of the Falcon Fire Protection District
Pete Gawda, The New Falcon Herald – via Zoom conference
Ray Hawkins, future Board Member of FFPD
Michelle Groscoast, Elder Construction – via Zoom conference
Rachele Starr, Elder Construction – via Zoom conference

ABSENT

None.

ADDITIONS/DELETIONS TO THE AGENDA

None.

APPROVAL OF AGENDA

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

PUBLIC COMMENT

None.

CORRESPONDENCE

None.

APPROVAL OF THE MINUTES

Director Kerby moved to approve the March 15, 2020 Regular Board Meeting Minutes as written. Director Galicia seconded the Motion. The Motion passed unanimously.

REPORTS

Treasurer's Report

Chief Harwig reviewed the written March Treasurer's Report with the Board. The Chief noted 25% of the fiscal year is complete.

The General Fund Budget revenues received were at 39%. Specific Ownership Tax revenue is at 29%. Total General Fund expenditures across all categories were at 24%.

The Ambulance Fund Budget revenues received were at 19%. Total Ambulance Fund expenditures were at 17%.

The Capital Improvement Fund revenues received were at 27%. Total expenditures were at 24%.

The Rural Water Fund expenditures for the month of March were at 19%.

Director Collins moved to accept the March, 2020 Treasurer's Report as presented. Director Kerby seconded the Motion. The Motion passed unanimously.

Chief's Report

Deputy Chief Petersma advised there were 72 Reserve standby hours for the month of March. The participants in the reserve academy are working diligently to complete their certifications remotely, to the extent possible. All in person training has been suspended due to Executive Order restrictions related to COVID-19.

EMS Division Chief Webb provided a written Transport Report to the Board and advised the crews transported 85 patients in the month of March and responded to 19 other patients who refused to be transported. The crews have responded to COVID-19 positive or presumed positive patients, however, none of the District employees have tested positive, due to wearing proper personal protective equipment and strictly following District protocols.

EMS Division Chief Webb also advised that he's been able to obtain N95 masks through his connections in the military. He is also looking into gowns and had submitted a request to the OEM, but they do not have any in stock.

Attorneys' Report

A written Attorneys' Report was provided to the Board. Attorney Fritsche advised that a City Council member has become involved with the Shiloh Mesa Exclusion and indicated follow up should be the responsibility of the impacted metro districts. The proponents of the exclusion have identified additional property they think should be excluded from either Falcon Fire or Black Forest. Attorney Fritsche expects Fredrick Stein to respond within the next month or two with final agreements for the Fire District Board to execute, with the requested changes. Attorney Fritsche advised that she and Chief Harwig have communicated that there is no further action the Fire District Board can take at this time to move the exclusion along.

UNFINISHED BUSINESS

Old Meridian Road and Hwy 24 Intersection Design

Director Kerby advised he has no new information, but they are supposed to start work on the south side of Highway 24 within the next month.

Station 3 Parcel Plat Exemption Status

Attorney Fritsche advised there might be some confusion at Land Title over issuing a title commitment for the combined Station 3 parcel due to the initial commitment and policy being issued for only the Fire District Acquisition parcel obtained from Falcon Highlands Metro District. Land Title had the order marked as complete. She had several emails and follow up phone calls going back and forth with Land Title to get the title commitment issued for the combined Station 3 parcel. Land Title advised that they would get it taken care of right away.

Administration Building

Chief Harwig advised that YOW Architects sent over a couple of exterior elevations to him and they are looking into what the price differences would be. Once received, he will forward it over to the Board for their review.

New Station 3

- Review Proposals Received for Design-Build Station 3
- Proposal Review Committee

Chief Harwig advised that the District received three proposals by the submittal deadline and the review committee appointed by the Board, which consisted of Chief Harwig, Director Kerby and Director Kupferer asked questions of all applicants. The review committee selected the Hammer's Construction proposal at \$2,200,000 for the Board to consider. The other two bidders were Thomas General Contractors and Elder Construction. Thomas General's proposal came in within \$20,000 of Hammer's Construction's proposal, but it was not as complete as the District would have liked it to be, which left some gaps in their bid.

Director Galicia moved to enter into contract negotiations with Hammers Construction for a Design-Build Agreement to construct the new Station 3. Director Collins seconded the motion. The motion passed unanimously.

Director Kupferer advised that once a title commitment is issued and submitted to the County, the Location Approval and the Exemption Plat will need to be approved before the County can process the Site Development Plan. The Location Approval and the Exemption Plat approvals will take between 30-60 days and approval of the Site Development Plan will most likely take an additional 30-60 days.

Director Galicia advised he is concerned about the concrete needing to be covered if it isn't poured until late in the year, requiring blankets if it's too cold, which will increase the cost of construction.

Director Kerby advised that Meridian Ranch had a project where the exterior walls were built first and the floor was poured afterwards, so the cold weather was not an issue with the concrete floor.

Consider Petition for Exclusion from Falcon Highlands Metropolitan District - Station 3 Acquisition Parcel

Director Kerby moved to approve the petition for the exclusion from Falcon Highlands Metropolitan District for the Station 3 Acquisition Parcel and to authorize Chief Harwig to sign and file the petition on behalf of the District. Director Collins seconded the motion. The motion passed unanimously,

Consider Petition for Inclusion into Woodmen Hills Metropolitan District for the Consolidated Station 3 Parcel for Water and Sanitary Sewer Service

Director Kerby moved to consider the petition for inclusion into Woodmen Hills Metropolitan District of the combined Station 3 parcel and to authorize Chief Harwig to sign and file the petition on behalf of the District. Director Galicia seconded the motion. The motion passed unanimously.

NEW BUSINESS

Attorney Fritsche advised the District will need to publish an Invitation to Bid in the newspaper seeking bids for the New Fire Station Utility Project because the construction project is in excess of \$60,000 and to follow public contracting laws.

Director Galicia moved to allow the proposal review committee to accept a qualifying bid for the new fire station utility project after the bid closing date. Director Collins seconded the motion. The motion passed unanimously.

EXECUTIVE SESSION

Director Kerby made a Motion to go into Executive Session, for the purpose of receiving advice from legal counsel on specific legal issues related to a traffic accident involving District personnel and property and potential claims arising therefrom pursuant to C.R.S. § 24-6-402(4)(b). Director Collins seconded the motion. The motion passed unanimously. Attorney Fritsche certified that the only matters discussed in Executive Session would involve attorney-client privileged communications, and therefore, the Executive Session need not be recorded. The Board went into Executive Session at 17:13 hours.

The Board resumed the Regular Board meeting at 17:26 hours.

PUBLIC COMMENT

None.

ADJOURNMENT

Director Collins moved to adjourn the Board meeting. Director Galicia seconded the Motion. The Motion passed unanimously. The meeting adjourned at 17:27 hours on April 15, 2020.

I hereby attest to the accuracy of the meeting Minutes:

Michael Collins, Secretary

I attest that the Executive Session, which were not recorded, were confined to the topics authorized for discussion in Executive Session pursuant to C.R.S. § 24-6-402(4)(b), and constituted attorney-client communications.

Joan M. Fritsche, Esq.

I hereby attest that the Executive Session, which was not recorded, was confined to the topics authorized for discussion in Executive Session pursuant to C.R.S. § 24-6-402(4)(b).

Thomas Kerby, Vice President