

**Falcon Fire Protection District
Board of Directors Regular Board Meeting
April 21, 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, April 21, 2021.

ATTENDANCE

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

ALSO PRESENT

Joan Fritsche, Legal Counsel
Trent Harwig, Fire Chief, FFPD
Joe Cosgrove, Battalion Chief – via conference call
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

ABSENT

None.

ADDITIONS/DELETIONS TO THE AGENDA

None.

APPROVAL OF AGENDA

Director Collins moved to approve the Agenda as written. Director Kupferer seconded the Motion. The Motion passed unanimously.

PUBLIC COMMENT

None.

CORRESPONDENCE

Chief Harwig advised that a letter was received from the County Engineer thanking the District for their support and professionalism during a call regarding a broken water main.

APPROVAL OF THE MINUTES

Director Kupferer moved to approve the March 17, 2021 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 2021 fiscal year is complete in this report.

Total General Fund Budget revenues received were at 37%. Specific Ownership taxes were at 24%. Total General Fund expenditures across all categories were at 23%.

The Ambulance Fund Budget revenues received were at 27%. Transport fees were at 34%. Total Ambulance Fund expenditures were at 21%.

The Capital Improvement Fund revenues received were at 12%. Total expenditures were at 11%.

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

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

Staff Report

Chief Harwig advised there were 31 Reserve standby hours for the month of March.

Chief Harwig reviewed the incidents and response times for March with the Board. The total calls for March were at 315 and 844 year to date. The District received 2 mutual or auto aid responses from neighboring districts in March and provided 50 automatic or mutual aid responses to our neighboring districts.

EMS Division Chief Webb reviewed a written Transport Report with the Board and advised the crews transported 100 patients in the month of March.

EMS Division Chief advised that COVID calls are still going on.

Attorney's Report

Attorney Fritsche provided a written Attorney's Report to the Board and advised that all report items are covered under this meeting's Agenda items.

UNFINISHED BUSINESS

Construction Update

Chief Harwig advised that there was a 245-day completion date noted in the contract from the day the permit was pulled. August 23rd is about 7-weeks later than promised. A foundation permit pulled first and then later a building permit.

Attorney Fritsche has not yet reviewed the contract language for allowed schedule changes, but will look into it.

Ratification of Hammers Construction Draw No. 1198-11

Chief Harwig reviewed the paid Construction Draw to Hammers Construction with the Board.

Director Kupferer moved to ratify the Hammers Construction Draw No. 1198-11. Director Galicia seconded the Motion. The Motion passed unanimously.

Approval of Change Orders/Work Orders

Chief Harwig reviewed Hammers Construction Work Order #2 which is a credit for surveying services for -\$5,200.00.

The Board advised to find out if they added their 15% fee to the top of the \$5,200.

Attorney Fritsche advised that the Work Order should be a Change Order, not a Work Order.

Zoning Change for Station 3 Property

Director Kupferer advised that he spoke to PJ Anderson about the Zoning Change and he told him that a Traffic Study needs to be done and a Title Commitment needs to be pulled for all of the properties. He thinks it will be done sometime in May.

Director Kerby expressed his displeasure to the County Commissioner regarding them requiring the zoning change and charging the homeowners for it, which is what the County said needed to be done. She told Director Kerby that she would look into it.

Administration Building

Chief Harwig advised that he, President Kerby, and Director Kupferer had met with the Architect to review the plans for the Administration Building.

Attorney Fritsche advised that an Invitation to Bid must be published in the newspaper and/or on an electronic bid site for the renovation of the Administration Building. Contractors who have bid on District work in the past can be contacted as well, to make sure they are aware of the Invitation to Bid. Prior to publishing the Invitation to Bid, the Bid packet needs to be compiled and reviewed.

Records Retention Schedule

Attorney Fritsche advised that the Approval Request Form and approved Resolution have been submitted to the Records Management Department of the Colorado State Archives. Once the request is approved, the District will be added to the Department's list of special districts approved to use the Special Districts Records Management Manual. The approval will remain in effect indefinitely or until rescinded by the District or State Archivist.

NEW BUSINESS

Excess Equipment; SCBA Fill Chamber

Chief Harwig advised that a new SCBA Eagle Air Chamber has been received and the old one is no longer needed. He would like the Board to deem it as excess equipment so it can be offered up for sale, if it is of any value to anyone or to be disposed of.

Director Collins made a Motion to allow the District to sell or dispose of the old SCBA Eagle Air Fill Chamber. Director Galicia seconded the Motion. The Motion passed unanimously.

EXECUTIVE SESSION

None.

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 17:08 hours on April 21, 2021.

I hereby attest to the accuracy of the meeting Minutes:

Michael Collins, Secretary