

**Falcon Fire Protection District  
Board of Directors Regular Board Meeting  
June 15, 2022  
Approved Minutes**

**Call to Order**

President Kerby called the regular meeting of the Board of Directors to order at 16:01 hours on Wednesday, June 15, 2022.

**ATTENDANCE**

Thomas Kerby, President  
Dan Kupferer, Vice President  
Ray Hawkins, Treasurer  
Michael Collins, Secretary

**ABSENCE EXCUSED**

Cory Galicia, Assistant Secretary

**ALSO PRESENT**

Joan Fritsche, Legal Counsel  
Trent Harwig, Fire Chief, FFPD  
Gretchen Tetzlaff, Office Manager, FFPD  
Other members of the Falcon Fire Protection District  
Leah Grady, the New Falcon Herald  
Bill Ray, WR Communications  
Members of the public

**ABSENT**

Jeff Petersma, Deputy Chief, FFPD  
Jon Webb, EMS Division Chief, FFPD  
Joe Cosgrove, Battalion Chief, FFPD  
David Smith, Battalion Chief, FFPD

**ADDITIONS/DELETIONS TO THE AGENDA**

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT**

None.

**CORRESPONDENCE**

None.

**TELEPHONE PRESENTATION BY ELECTION CONSULTANT WR COMMUNICATIONS**

Bill Ray, the owner of WR Communications attended via conference call. He gave the Board a brief overview of his company's services related to election education and communication services.

**APPROVAL OF THE MINUTES**

*Director Collins moved to approve the May 18, 2022 Regular Board Meeting Minutes as written. Director Hawkins seconded the Motion. The Motion passed unanimously.*

**REPORTS**

Treasurer's Report

Chief Harwig reviewed the written May Treasurer's Report with the Board. The Chief noted 41.7% of the 2022 fiscal year is complete in this report.

Total General Fund Budget revenues received were at 56%. Specific Ownership Tax is at 42%. Total General Fund expenditures across all categories were at 31% of budget year to date.

The Ambulance Fund Budget revenues received were at 33%. Transport fees were at 48%. Total Ambulance Fund expenditures were at 33% of budget year to date.

Director Kerby advised to look into raising the amount charged per mile for the ambulance charges. Director Hawkins advised speaking with the billing company now about raising the mileage charge.

The Capital Improvement Fund revenues received were at 25%. 55% has been spent out of the Lease Purchase account. Total expenditures were at 34% of budget year to date.

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

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

Chief Harwig reminded the Board that the new audit firm had requested an extension to file the District's 2021 audit because the District is a new client requiring additional work to set up and incorporate into their yearly audit schedule.

*Director Collins moved to allow President Kerby to sign the 2021 Audit Extension. Director Hawkins seconded the Motion. The Motion passed unanimously.*

#### Staff Report

Chief Harwig advised there were 40 Reserve standby hours for the month of May.

The rest of the Operations Reports were tabled to next month's meeting, due to the absence of Deputy Chief Petersma and EMS Division Chief Webb.

#### Attorney's Report

Attorney Fritsche provided a written Attorney's Report to the Board.

Chief Harwig advised the Board that he and Attorney Fritsche will be attending a webinar this week with SDA regarding the Family Medical Leave Act (FMLA) that will take effect as of January 1, 2023.

#### **UNFINISHED BUSINESS**

##### Administration Building Addition & Remodel

Chief Harwig advised that the Administration Building is close to completion. iiCon is in the drywall stage now and the flooring has been delivered. All materials for the project have been ordered.

- iiCon Construction Draw Request #6  
Chief Harwig presented the Board with Draw Request #6 in the amount of \$232,660.48.
- Approval of Change Order #008: CE #008 Material Escalation for Flooring Materials
- Approval of Change Order #009: CE #007 – HVAC Material Escalation Cost
- Approval of Change Order #010: CE #016 – Add Gas Piping for Generator.  
Reducing the amount from \$4,590.54 to \$3,978.46
- Approval of Change Order #011: CE #003 – Floor Plan Change Layout

- Approval of Change Order #014: CE #022 – Hose Bib  
Reducing the amount adding a hose bib to the exterior, from \$1,986.06 to \$1,324.03
- Potential Change Order #016: Electronic Hardware Storefront Doors

*Director Hawkins moved to approve Draw Request #6 as presented. Director Kupferer seconded the Motion. The Motion passed unanimously.*

*Director Collins moved to approve Potential Change Order #008: CE #008 Material Escalation for Flooring Materials in the amount of \$3,677.95. Director Kupferer seconded the Motion. The Motion passed unanimously.*

*Director Collins moved to approve Potential Change Order #009: CE #007 HVAC Escalation Cost in the amount of \$7,199.88. Director Kupferer seconded the Motion. The Motion passed unanimously.*

*President Kerby moved to reject the prior approval for Change Order #010: to add gas piping for the generator in the amount of \$3,978.46 from the May 18, 2022 meeting, and advised that the billing date needed to be updated. Director Kupferer seconded the Motion. The Motion failed.*

*Director Collins moved to approve Change Order #011: Floor plan change layout in the amount of (\$5,795.28). Director Kupferer seconded the Motion. The Motion passed unanimously.*

*President Kerby moved to approve the revised Change Order #014: CE #022 – Exterior Hose Bib in the amount of \$1,324.03 and advised that the billing date needed to be updated. Director Collins seconded the Motion. The Motion failed.*

*Director Kupferer moved to approve the reduced Change Order #016: Electronic Hardware Storefront Doors in the amount of \$15,033.28. Director Collins seconded the Motion. The Motion passed unanimously.*

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

President Kerby advised that El Paso County awarded the contract for the development plan for the Sheriff’s office substation. He also stated that the substation will not have a parking lot and they will be using the fire station’s parking lot for their parking, which was not discussed with the District, but has already been approved for use under a temporary Easement Agreement approved by the El Paso County Commissioners.

#### NEW BUSINESS

##### Consider Change to Regular Meeting Time

The Board discussed changing the regular meeting time from 4:00 to 3:00 pm, but tabled a vote to the next Board meeting when the full Board will be present.

##### Consider Change to 2022 Pay Leave and Allowance Schedule

President Kerby advised that a possible bonus or mid-year wage increase had been discussed due to the cost of living increasing so much over the course of this year to help defray the burden on District employees.

Chief Harwig advised that he looked into a potential bonus versus a mid-year wage increase. A bonus would cause all kinds of confusion as to how it would affect FPPA and all of the different pay classes. Chief Harwig advised that if salaries were increased by 4% across the board, the adopted budget would not need to be amended due in part to savings incurred during the first half of the year. Salaries were at 34% of the budget as of May 31, 2022.

*Director Kupferer moved to provide a cost-of-living increase of 4% to all of the District employees effective June 12, 2022. Director Collins seconded the Motion. The Motion passed unanimously.*

FFPD Member Handbook Draft Review  
Tabled to the July, 2022 Meeting

Election

- TABOR Mill Levy Revenue Stabilization Measure
- Term Limits
- Election Consultant – review proposals

President Kerby advised that he does not think that anyone has enough knowledge of how a TABOR Mill Levy Revenue Stabilization Measure will affect the District with recent temporary and permanent changes to assessment rates and he does not think the District can demonstrate a need to put a measure on the November, 2022 ballot at this time.

Chief Harwig advised that he agrees with President Kerby.

President Kerby advised that he would not be in favor of putting a term limits question on the November ballot.

President Kerby asked the Board if they wanted to review the proposals from the Election Consultants during the meeting and they decided to review them on their own and discuss it at another time.

**EXECUTIVE SESSION**

None.

**PUBLIC COMMENT**

None.

**ADJOURNMENT**

*Director Collins moved to adjourn the Board meeting. Director Hawkins seconded the Motion. The Motion passed unanimously. The meeting adjourned at 18:14 hours on June 15, 2022.*

I hereby attest to the accuracy of the meeting Minutes:

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Michael Collins, Secretary