

**Falcon Fire Protection District
Board of Directors Regular Board Meeting
February 16, 2022
Approved Minutes**

Call to Order

President Kerby called the regular meeting of the Board of Directors to order at 16:00 hours on Wednesday, February 16, 2022.

ATTENDANCE

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

ALSO PRESENT

Joan Fritsche, Legal Counsel
Trent Harwig, Fire Chief, FFPD
Jeff Petersma, Deputy Chief, FFPD – via conference call
Jon Webb, EMS Division Chief, FFPD
Joe Cosgrove, Battalion Chief, FFPD – via conference call
David Smith, Battalion Chief, FFPD
Gretchen Tetzlaff, Office Manager, FFPD
Other members of the Falcon Fire Protection District
Members of the public
Jacqueline Reed, El Paso County Sheriff's Office – via conference call

ABSENT

Corey Kirt, Battalion Chief, FFPD

ADDITIONS/DELETIONS TO THE AGENDA

None.

APPROVAL OF AGENDA

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

PUBLIC COMMENT

None.

CORRESPONDENCE

None.

SWEARING IN CEREMONY

Chief Harwig swore in Jason Derra as a full-time firefighter. Jason was badged by his wife.

APPROVAL OF THE MINUTES

Director Kupferer moved to approve the January 19, 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 January Treasurer's Report with the Board. The Chief noted 8.3% of the 2022 fiscal year is complete in this report.

Total General Fund Budget revenues received were at 1%. Specific Ownership taxes were at 8%. Total General Fund expenditures across all categories were at 6%.

The Ambulance Fund Budget revenues received were at 4%. Transport fees were at 11%. Total Ambulance Fund expenditures were at 7%.

The Capital Improvement Fund revenues received were at 0%. Total expenditures were at 10%.

The Rural Water Fund had no expenditures for the month of January and ended the year with 0% expenditures.

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

Staff Report

Deputy Chief Petersma advised that the updated incident count for December, 2021 was 362 for the month and 3,673 the year.

EMS Division Chief Webb advised that a meeting is scheduled with the Regional AMR Director on February 23, 2022 to discuss the issues with mutual aid requests from them.

Chief Harwig advised there were 255 Reserve standby hours for the month of January.

EMS Division Chief Webb supplied a written Transport Report to the Board. The report shows that the crews transported 158 patients in the month of January. AMR was requested for mutual aid on 4 calls due to our ambulances being unavailable at the time.

EMS Division Chief Webb also advised that the average collections per trip over the past two years averaged at \$541.13 per call.

EMS Division Chief Webb advised that COVID calls have decreased a little, but calls are still being ran.

Attorney's Report

Attorney Fritsche provided a written Attorney's Report to the Board and reviewed it with them.

UNFINISHED BUSINESS

Administration Building Addition & Remodel

Chief Harwig advised that iiCon Construction is doing a great job with the remodel. Concrete has been poured, which includes raising up the level of the existing concrete in the bay. Currently the project is on schedule for completion on June 27, 2022.

- iiCon Construction Draw Request #2

Chief Harwig presented the Board with Draw Request #2 in the amount of \$130,723.82. A discussion of completed items and the process and timing for pre order items took place.

- Approval of Change Order #001: CE #006 Added Conduit
Chief Harwig advised that this change order was a District requested change order for conduit for low voltage wiring in the amount of \$2,491.53.

Director Kupferer moved to approve Draw Request #2 as presented. Director Hawkins seconded the Motion. The Motion passed unanimously.

Director Galicia moved to approve Change Order #001: CE #006 Added Conduit as presented. Director Kupferer seconded the Motion. The Motion passed unanimously.

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

Director Kupferer moved to approve the Memorandum of Understanding with El Paso County Sheriff’s Office to be signed by Chief Harwig. Director Hawkins seconded the Motion. The Motion Passed unanimously.

Director Kupferer moved to approve Resolution No. 2-16-2022-2 approving and authorizing President Kerby to sign on behalf of the District the Tract 36 Exemption Plat as the fee owner, Special Warranty Deed conveying Tract B of Tract 36 Exemption Plat to El Paso County, and the Easement Deed and Maintenance Agreement for Tract 36 with El Paso County. Director Galicia seconded the Motion. The Motion passed unanimously.

NEW BUSINESS

FFPD Member Handbook Draft Review

Tabled to June, 2022

Approval updated 2022 Pay, Leave and Allowance Schedule

Director Hawkins moved to approve the updated 2022 Pay Leave and Allowance Schedule. Director Kupferer seconded the Motion. The Motion passed unanimously.

Consider Resolution No. 2-16-2022-1 Calling 2022 Directors’ Election and Appointing a Designated Election Official

Director Kupferer moved to approve the Resolution Calling 2022 Directors’ Election and Appointing a Designated Election Official. Director Galicia seconded the Motion. The Motion passed unanimously.

Auditor Proposal

Chief Harwig provided the Board with an Audit Proposal from Erickson, Brown & Kloster, LLC.

Director Hawkins moved to approve the Auditor Proposal for the 2021 Audit from Erickson, Brown & Kloster, LLC for \$13,000. Director Kupferer seconded the Motion. The Motion passed unanimously.

EXECUTIVE SESSION

None.

PUBLIC COMMENT

None.

ADJOURNMENT

Director Kupferer moved to adjourn the Board meeting. Director Galicia seconded the Motion. The Motion passed unanimously. The meeting adjourned at 17:30 hours on February 16, 2022.

I hereby attest to the accuracy of the meeting Minutes:

Cory Galicia, Assistant Secretary