

**Falcon Fire Protection District  
Board of Directors Regular Board Meeting  
January 17, 2024 Approved Minutes**

**CALL TO ORDER**

Director Reid called the regular meeting of the Board of Directors to order at 1500 hours on Wednesday, January 17, 2024.

**ATTENDANCE**

James Reid, President  
Ray Hawkins, Treasurer  
Edward (Steve) Podoll, Secretary  
Thomas Kerby, Assistant Secretary

**ALSO PRESENT**

Joan Fritsche, Legal Counsel  
Trent Harwig, Fire Chief, Falcon Fire Protection District  
Jeff Petersma, Deputy Chief, Falcon Fire Protection District  
Curtis Kauffman Lt./Fire Inspector, Falcon Fire Protection District  
Joe Cosgrove, Battalion Chief, Falcon Fire Protection District  
Corey Kirt, Battalion Chief, Falcon Fire Protection District  
Rob Wilkerson, Fleet Mechanic, Falcon Fire Protection District  
Gretchen Tetzlaff, Office Manager, Falcon Fire Protection District  
Twyla Kuemmerle, Administrative Assistant, Falcon Fire Protection District  
Other members of the Falcon Fire Protection District

**ABSENT**

Dan Kupferer, Vice President  
Jon Webb, EMS Division Chief, Falcon Fire Protection District  
David Smith, Battalion Chief, Falcon Fire Protection District  
Mike Collins, District Chaplain

**EXCUSE ABSENCE OF DIRECTOR KUPFERER**

*Director Kerby moved to excuse Director Kupferer from today's Board of Directors Meeting. Director Podoll seconded the motion. The Motion passes unanimously.*

**APPROVAL OF AGENDA**

*Director Kerby moved to approve the agenda. Director Hawkins seconded the Motion. The Motion passed unanimously*

**PUBLIC COMMENT**

None.

**CORRESPONDENCE**

None.

**SWEARING IN CEREMONY**

Jason Sobczak was sworn in as a Fire Fighter by Chief Harwig and badged by his father, Michael Sobczak.

### **APPROVAL OF THE MINUTES**

*Director Podoll moved to approve the December 13, 2023 Regular Board Meeting Minutes as presented. Director Kerby seconded the Motion. The Motion passed unanimously.*

### **APPROVAL OF SPECIAL MEETING MINUTES JANUARY 3, 2024**

*Director Hawkins moved to approve the January 03, 2024 Special Board Meeting Minutes as presented. Director Podoll seconded the Motion. The Motion passed unanimously*

### **REPORTS**

#### **Treasurer's Report**

Chief Harwig reviewed the December Treasurer's Report with the Board. The Chief noted 100% of the 2023 fiscal year is complete in this Report.

Total General Fund Budget revenues received were at 105%. Specific Ownership Tax is at 97%. Total General Fund expenditures across all categories were at 89% of budget.

The Ambulance Fund Budget revenues received were at 100%. Total expenditures were at 84%.

The Capital Improvement Fund revenues received were at 110%. Total Capital Improvement Fund expenditures were at 32% of budget due to the maintenance building not being built and the ladder truck not being completed and paid for.

The Rural Water Fund Revenues had no activity or expenditures for the month of December. Total Rural Water Fund expenditures were at 21% of budget.

*Director Hawkins moved to accept the December 2023 Treasurer's Report. Director Podoll seconded the Motion. The Motion passed unanimously.*

#### **Staff Report**

Deputy Chief Petersma reviewed the written reports for November which included the November incident counts which were at approximately 337 calls, response times, mutual aid given and mutual aid received.

EMS Division Chief Webb was absent, Deputy Chief Petersma reviewed a written Transport Report with the Board and advised that the crews transported 216 patients in the month of December.

Fire Prevention Lieutenant Kauffman reviewed a written Plan and Building Inspection Report with the Board.

#### **Attorney's Report**

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

### **UNFINISHED BUSINESS**

#### **Maintenance Building Project**

Chief Harwig advised the Board that Hammers Construction is actively working on the final design for the maintenance building. The District received the first round of revised drawings today with some minor changes that need to be made. Hammers Construction should be in a position to send the plans

out for re-bid to its plumbers, electricians & mechanical subcontractors fairly soon in the process. Once all of the bids and value engineering savings are available, we will see where we are with the final cost. Once Hammers sends the final plans for the metal building assembly the contractor will add the building to its schedule and it will be several months before its delivered. Attorney Fritsche advised Chief Harwig that she has been working with Hammers Construction on finalizing the design build contract terms. She expects to have the contract ready for Board review and approval at the next Board of Directors meeting in February. Chief Harwig stated that Hammers Construction is on schedule to complete the maintenance building by October 2024. Director Kerby asked when Hammers Construction might have the plans complete and ready to send to Regional, Chief Harwig stated possibly 90 days. A discussion was held regarding the plumbing aspect of the building.

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

Director Reid stated that he had been in contact with the Sheriff’s office and they plan on breaking ground within a couple of months.

**NEW BUSINESS**

None.

**PUBLIC COMMENT**

None.

**EXECUTIVE SESSION**

None.

**ADJOURNMENT**

*Director Hawkins moved to adjourn the Board meeting. Director Podoll seconded the Motion. The Motion passed unanimously. The meeting adjourned at 1523 hours.*

I hereby attest to the accuracy of the meeting Minutes:

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Edward Podoll, Secretary