

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

Call to Order

President Kupferer called the regular meeting of the Board of Directors to order at 16:01 hours on Wednesday, January 15, 2020.

SWEARING IN CEREMONY

Chief Harwig swore in one Firefighter: Timothy Wilkerson, badged by his father, two Driver Operators Cale Lohman, badged by his father, and Brandon McKenna, badged by his daughter, three Lieutenants, Brian Deckard, badged by his spouse, Curtis Kauffman, badged by his daughter, Ben Rackl badged by his girlfriend, and three Battalion Chiefs, Joseph Cosgrove, badged by his daughter. Corey Kirt, badged by his daughter, and David Smith, badged by his spouse.

ATTENDANCE

Daniel Kupferer, President
Thomas Kerby, Vice President
Michael Collins, Secretary
Joan Hathcock, Assistant Secretary – arrived at 16:12

ALSO PRESENT

Joan Fritsche, Legal Counsel
Trent Harwig, Fire Chief, FFPD
Jeff Petersma, Deputy Chief, FFPD
Jonathan Webb, EMS Division Chief, FFPD
Gretchen Tetzlaff, Office Manager, FFPD
Other members of the Falcon Fire Protection District
Pete Gawda, The New Falcon Herald
Judy Tobias, The Ranchland News

ABSENT

Cory Galicia, Treasurer

Director Kerby moved to excuse Director Galicia's absence. Director Hathcock seconded the Motion. The Motion passed unanimously.

ADDITIONS/DELETIONS TO THE AGENDA

Move the swearing in ceremony up above attendance.

APPROVAL OF AGENDA

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

PUBLIC COMMENT

None.

CORRESPONDENCE

None.

APPROVAL OF THE MINUTES

Director Hathcock moved to approve the December 11, 2019 Regular Board Meeting Minutes as written. Director Collins seconded the Motion. The Motion passed unanimously.

Director Hathcock moved to approve the December 18, 2019 Special Board Meeting Minutes as written. Director Collins seconded the Motion. The Motion passed unanimously.

REPORTS

Treasurer's Report

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

The General Fund Budget revenues received were at 103%, which is approximately \$204,659 over Budget. Total General Fund expenditures across all categories were at 93% including transfers to other funds. The General Fund was under Budget by \$143,264 on the year.

The Ambulance Fund Budget revenues received were at 95%. Total Ambulance Fund expenditures were at 76%.

The Capital Improvement Fund revenues received were at 100%. Total expenditures were at 81%. The Chief advised the Fund was under Budget for the year by \$466,281, since the District was not yet able to replace the parking lot and connect to water and sewer at Station 3.

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

Director Collins moved to accept the December 2019 Treasurer's Report. Director Hathcock seconded the Motion. The Motion passed unanimously.

Chief's Report

Chief Harwig advised the Board that the Station 4 Lease Purchase was paid off today. The District saved \$151,489 in interest by paying off the loan early.

EMS Division Chief Webb provided a written Transport Report to the Board and advised the crews transported 98 patients in the month of December, which was more than anticipated. The District is experiencing multiple calls coming in at times and scattered throughout the District. The crews are doing an outstanding job. Three more paramedics have been hired for the third ambulance and they will start on February 23rd. The third ambulance is scheduled to arrive in Denver on January 16th. After exterior striping is applied, it will be delivered to the District for installation of equipment, radios and supplies. For the month of January to date, there have been 44 transports.

Deputy Chief Petersma advised the new Reserve Academy is starting in February, with 15 cadets plus 3 cadets from Calhan Fire will join the program to obtain their certifications.

Chief Harwig advised there were 419 Reserve standby hours for the month of December, which brings it to a total of 3930.3 reserve hours for 2019.

Attorneys' Report

A written Attorneys' Report was provided to the Board.

UNFINISHED BUSINESS

Old Meridian Road and Hwy 24 Intersection Design

Director Kerby advised there is a pre-construction meeting coming up soon and he will forward the invite email to the Board and Chief Harwig. Both the Old Meridian Road and New Meridian Road projects have been awarded to the same contractor.

FHMD Station 3 Land Transfer

Director Kupferer advised that the title commitment identified a 75foot wide utility easement Falcon Highlands Metro District granted to a company related to the wind power project several years ago. The transmission lines were located along a different route and the easement is not in use. The easement encumbers a significant portion of the new Station 3 building site. Director Kupferer asked Chief Harwig to contact the wind power company and Falcon Highlands Metro District to start the process of vacating the easement.

Administration Building

Chief Harwig advised he met with YOW Architects and they are going to meet with the design engineer regarding repurposing and renovating the existing Station 3 into an administration building using the design drawings prepared for a new building.

Chief Harwig also advised he spoke with Hammers Construction about obtaining a clean set of construction plans and specifications that were used to build Station 4, in order to use those plans to replicate Station 4.

NEW BUSINESS

2020 Reserve Stipend and Benefits Schedule

Chief Harwig reviewed the 2020 Reserve Stipend and Benefits Schedule with the Board.

Director Collins moved to approve the 2020 Reserve Stipend and Benefits Schedule as written effective January 1, 2020, increasing the stipend to \$35.00 per 12-hour shift. Director Kerby seconded the motion. The motion passed unanimously.

Disposal of Surplus Equipment

Chief Harwig advised the Board the District has a surplus engine it would like to sell. The District's Fleet Mechanic will advise which of the two reserve engines he recommends selling.

EXECUTIVE SESSION

Director Collins made a Motion to go into Executive Session at 17:46 hours pursuant to C.R.S. § 24-6-402(4)(f) to receive Legal advice regarding Chief Harwig's Employment Contract. Director Kerby 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 with Attorney Fritsche and Chief Harwig at 17:50 hours.

The Board came out of Executive Session and resumed the Regular Board meeting at 18:29 hours.

EMPLOYMENT MATTER

Director Collins moved to approve a new employment contract with Chief Harwig, effective January 1, 2020. Director Kerby seconded the Motion. The Motion passed unanimously. Attorney Fritsche was directed by the Board to make final revisions and corrections to the contract document prior to execution by the parties.

PUBLIC COMMENT

None.

ADJOURNMENT

Director Collins moved to adjourn the Board meeting. Director Kerby seconded the Motion. The Motion passed unanimously. The meeting adjourned at 18:31 hours on January 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)(f), 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)(f).

Daniel Kupferer, President