

**Falcon Fire Protection District  
Board of Directors Regular Board Meeting  
May 19, 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, May 19, 2021.

**ATTENDANCE**

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

**ALSO PRESENT**

Joan Fritsche, Legal Counsel  
Trent Harwig, Fire Chief, FFPD  
Jeff Petersma, Deputy Chief, FFPD  
Corey Kirt, Battalion Chief  
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  
Members of the public

**ABSENT**

None.

**ADDITIONS/DELETIONS TO THE AGENDA**

None.

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT**

None.

**PHENIX AWARDS**

Division Chief Webb presented the Station 1C crew with Phoenix awards for their dedication and commitment of excellence. On January 25, 2020, a 47-year-old female was in cardiac arrest. Her husband was performing CPR on the patient. Once the crew arrived, CPR was halted and the patient was found to be in ventricular fibrillation. The crew immediately put their skills to work, administering the appropriate medications for a cardiac patient and the use of a defibrillator three times. They were able to resuscitate the patient and then transported her to the hospital. Phoenix Awards were presented to the Station 1C crew, which included BC Corey Kirt, Lt. Curtis Kauffman, Medic Charles Miller, FF Joshua Adkins, FF Cody Richins, and FF Timothy Wilkerson.

On January 31, 2020, the Station 1C crew was dispatched to Falcon High School for a 65-year-old female in cardiac arrest. An off-duty firefighter obtained an AED and shocked the patient once and was performing CPR when the Station 1C crew arrived and took over the patient's care. They applied the cardiac monitor which recognized an active heart attack. The patient was treated and immediately transported to the hospital where they took over the patient's care. The crew's quick response and quick thinking saved the patient's life. Phoenix Awards were presented to the Station 1C crew again, which included BC Corey Kirt, Lt. Curtis Kauffman, Medic Charles Miller, FF Brandon McKenna, FF Joshua Adkins, FF Cody Richins, and FF Timothy Wilkerson.

Division Chief Webb advised that there are several more Phoenix Awards that need to be awarded. He also advised that he received a notice from St. Frances Medical Hospital today that Falcon Fire currently has the highest number of out of hospital cardiac arrest saves within El Paso County.

#### **CORRESPONDENCE**

None.

#### **APPROVAL OF THE MINUTES**

*Director Collins moved to approve the April 21, 2021 Regular Board Meeting Minutes as amended. Director Kupferer 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 33% of the 2021 fiscal year is complete in this report.

Total General Fund Budget revenues received were at 46%. Specific Ownership taxes were at 34%. Total General Fund expenditures across all categories were at 26%.

The Ambulance Fund Budget revenues received were at 31%. Transport fees were at 47%. Total Ambulance Fund expenditures were at 27%.

The Capital Improvement Fund revenues received were at 12%. Total expenditures were at 14%.

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

*Director Kupferer moved to accept the April, 2021 Treasurer's Report as presented. Director Hawkins seconded the Motion. The Motion passed unanimously.*

##### Staff Report

Deputy Chief Petersma advised there were 26 Reserve standby hours for the month of April.

Deputy Chief Petersma reviewed the incidents and response times for April with the Board. The total calls for April were at 294 and 1139 year to date. The District received 5 mutual or auto aid responses from neighboring districts in April and provided 31 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 125 patients in the month of April.

EMS Division Chief Webb advised that there are still COVID calls going on and the crews still need to wear masks along with the rest of their Personal Protective Equipment.

Attorney's Report

Attorney Fritzsche 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 updated the Board on the construction of the new Station 3. The beds and appliances have been ordered.

Ratification of Hammers Construction Draw No. 1198-12

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

*Director Hawkins moved to ratify the Hammers Construction Draw No. 1198-12. Director Galicia seconded the Motion. The Motion passed unanimously.*

Approval of Change Orders/Work Orders

Chief Harwig advised that he spoke with Hammers Construction regarding Change Order #6 which is a credit for surveying services for -\$5,980.00 which includes Hammers Construction's 15% fee on top of the original -\$5,200.

*Director Collins moved to approve Hammers Construction Draw Change Order #6. Director Kupferer seconded the Motion. The Motion passed unanimously.*

Chief Harwig provided Change Order #5 showing an additional charge for District selected flooring, countertops, and tile in the amount of \$15,585.00. The original bid included lower quality products and also pricing increases since the original quote dated April 1, 2020.

*Director Kupferer moved to approve Hammers Construction Draw Change Order #5 contingent upon Hammers Construction removing their 15% general contractor fee on any material cost increases related to the original bid. Director Collins seconded the Motion. The Motion passed unanimously.*

Zoning Change for Station 3 Property

None.

Administration Building

Chief Harwig advised that some changes to the mill work needed to be made to the kitchen for ADA compliance. Adam Thesing from YOW Architects hopes to submit the administration building plans to Regional Building by May 21<sup>st</sup> and they are anticipating the RBD's approval would be back sometime in mid-August. Adam will prepare the bid request and send it to Attorney Fritzsche for review.

The Board discussed getting the Invitation to Bid published in The Gazette Newspaper and Dodge Plan Room by early June, and to plan a mandatory pre-bid meeting approximately two weeks from the date published. Review of the bids should happen in July and awarding a contract could happen in August.

Records Retention Schedule

Attorney Fritsche advised that the Approval Request Form and approved Resolution were accepted by the Records Management Department of the Colorado State Archives. 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. The District will receive annual reminders of documents the District is authorized to destroy.

Woodmen Hills Park Station 1

Chief Harwig advised the Woodmen Hills new Parks and Recreation Director contacted him a few months ago to find out what the status was for the Woodmen Hills Park. Chief Harwig responded that the park plans had been tabled because Woodmen Hills was not willing to accept an easement for the water and sanitary sewer lines running underneath the park site. Since then, the Woodmen Hills Metro District Board met and agreed to accept the responsibility of the utility easement that runs underneath the vacant portion of the Station 1 property.

Consider engagement of H&K Law as special counsel on an as needed basis for employment law and potential litigation matters

Attorney Fritsche advised that Chief Harwig, President Kerby and she had a Zoom interview with H&K Law partners to discuss engagement by the District on a limited basis for employment law and potential litigation matters.

President Kerby advised that he liked H&K Law and feels that they will represent the District well. He wanted to know what their billing interval is as far as every 10 minutes, every 15 minutes, etc. They advised they will read and update the Member's Handbook for a fee no more than \$3,500. President Kerby is concerned with the Net 30 terms and the possibility of a late penalty. For certain charges, they may need to be approved by the Board and in that case, there would need to be a longer payment time.

The Board advised Attorney Fritsche to check with H&K Law regarding changing the late payment charge to after 60 days in case the Board would need to approve a larger invoice that might come up and to verify the billing increment.

*Director Collins moved to retain H&K Law's engagement as amended. Director Galicia seconded the Motion. The Motion passed unanimously.*

**NEW BUSINESS**

Fidelity Towers Station 2 Lease

Chief Harwig advised that Fidelity Towers has contacted the District to re-engage concerning leasing a portion of the Station 2 land for a future cell phone tower. It has been 8 years since their last proposal which was approved in 2012/2013. The proposed fees, they are offering are \$833 per month (\$10,000 per year) under the new lease, which would continue to escalate each 5-year term by 12%. The District will look to see what the rates other companies are receiving for their land leases for existing towers. The lease would include antennae space for the District.

**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 17:26 hours on May 19, 2021.*

I hereby attest to the accuracy of the meeting Minutes:

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Michael Collins, Secretary