

**Falcon Fire Protection District  
Board of Directors Regular Board Meeting  
January 15, 2025, Approved Minutes**

**CALL TO ORDER**

President Reid called the regular meeting of the Board of Directors to order at 1502 hours on Wednesday, January 15, 2025.

**ATTENDANCE**

James Reid, President  
Dan Kupferer, Vice President  
Ray Hawkins, Treasurer  
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  
Joe Cosgrove, Battalion Chief, Falcon Fire Protection District  
Corey Kirt, Battalion Chief, Falcon Fire Protection District  
Curtis Kauffman, Lt./Fire Inspector II, 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  
Jonathan Huang, New Falcon Herald  
Other members of the Falcon Fire Protection District

**ABSENT**

Edward (Steve) Podoll, Secretary  
David Smith, Battalion Chief, Falcon Fire Protection District  
Jon Webb, EMS Division Chief, Falcon Fire Protection District

*Director Hawkins moved to excuse Steve Podoll's absence. Director Kupferer seconded the Motion. The Motion passed unanimously.*

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT**

None.

**CORRESPONDENCE**

GTL Development Inc., Jenny Frost, Marketing Director for Meridian Ranch, sent a letter to Chief Harwig stating that the Meridian Ranch Semi Trailer sign will no longer be able to use the land West of Walmart. Jenny has been in contact with Director Tom Kerby regarding this matter. Director Kerby suggested the Highway 24 and Meridian Road location and thought it would be a good place to relocate the sign. GTL Development Inc. proposed to pay rent of \$150.00 monthly.

**APPROVAL OF MERIDIAN RANCH TRAILER SIGN**

*Director Hawkins moved to approve the Meridian Ranch Trailer sign location and \$150.00 monthly rent. Director Kupferer seconded the Motion. The Motion passed unanimously. Director Kerby Abstained.*

**APPROVAL OF THE MINUTES**

*Director Kerby moved to approve the December 11, 2024 Regular Board Meeting Minutes as written. Director Hawkins seconded the Motion. The Motion passed unanimously.*

**REPORTS**

**Treasurer's Report**

Chief Harwig reviewed December's Treasurer's Report with the Board. The Chief noted 100% of the 2024 fiscal year is complete in this Report.

Total General Fund Budget revenues received were 105%. Total General Fund expenditures across all categories were 92% of the budget.

The Ambulance Fund Budget transport fee collections were at 119%. Total expenditures were at 76%.

The Capital Improvement Fund revenues received were 102%. Total Capital Improvement Fund expenditures were at 44%.

The Rural Water Fund Revenues had no activity or expenditure for the month of December. Total Rural Water Fund expenditures were at 0% of budget.

*Director Hawkins moved to accept the December 2024 Treasurer's Report. Director Kupferer 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 294 calls, response times, mutual aid given and mutual aid received.

Deputy Chief Petersma reviewed the December Transport Reports with the Board and advised that the crews transported 147 patients. Average Collections per transport including the Medicaid supplemental reimbursement are currently at \$698.65.

Fire Prevention Lieutenant Kauffman provided a written Plan and Building Inspection Report for the Board's review.

**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 the Maintenance Building is still on going. Hammers Construction expects to have the Maintenance Building completed by the end of January 2025,

weather permitting. The Final Draw/Close out schedule will be in Mid-February and the Final Completion is scheduled for March 11, 2025. Chief Harwig referred to Hammer's Construction Pay Application #9 for \$94,014.42. Director Reid inquired about the closeout schedule. Attorney Fritsche advised the Board that the final payment schedule/last draw request would be paid in February and that would leave the 5% retainage. Prior to the final payment, the District is required to publish notification of settlement twice, this would be published on February 21, 2025, and February 28, 2025. Ten days after the second publication, the District is authorized to make the final payment, which would be March 11, 2025. In early February, the District will look at the terms of the contract and verify any documentation of substantial compliance is complete and then final compliance, preferably by the February Board of Directors Meeting. If there are delays, we will delay the publications and final payment. A discussion was held regarding the publications and final payment. Chief Harwig stated that he will request Hammer's be present at the next Board of Directors Meeting to answer any questions that the Board might have.

*Director Kerby moved to approve Hammers Construction Pay Application #9 in the amount of \$94,014.42. Director Kupferer seconded the Motion. The Motion passed unanimously.*

#### Station 1 Parcel – Tract B El Paso County Sheriff's Office Substation

Attorney Fritsche provided the Board with several documents: Storm Sewer Drainage Easement Agreement, Private Detention Basin/Stormwater Quality Best Management Practice Maintenance Agreement and Easement & construction drawings. The District has been discussing the Storm Drainage Easement for over a year. The District did receive the legal description from the County, Exhibit A. This would be good to go; Attorney Fritsche is recommending conditional approval subject to the County providing the information in the blanks on top of page two of the easement. The County and the District are splitting the cost of maintaining the storm drainage pond. The terms for maintaining the storm drainage are listed at the bottom of the first page. The District will invoice the County for one half of the cost of maintenance of and repairs to the Falcon Detention Pond. The Easement requires Falcon to provide an invoice to the County Representative by the end of January each year for the maintenance and repairs performed during the previous calendar year. Unfortunately, the District does not know who to send the invoice to. Due to the timing of the pending construction, Attorney Fritsche suggested that the Board approve the Storm Sewer Drainage Easement Agreement subject to receipt of the missing contact information on the Easement. Attorney Fritsche stated that the easement is small and referred to the construction plan which identifies the Easement and Detention Pond. The second document that was handed out is the Private Detention Basin/Stormwater Quality Best Management Practice Maintenance Agreement and Easement which is required by the County and State. This is an agreement between the parties as to storm water quality best practices concerning the Storm Drainage Pond. This Agreement was entered into in 2009. The District approved and executed it and sent it to the County, however it was never executed or recorded by the County. Attorney Fritsche asked the Board to approve and ratify the 2009 agreement. Director Kerby stated that he will call Deputy County Attorney Seago tomorrow to assist with getting information on who to send the invoice to. A discussion was held regarding the Easement Agreement.

*Director Kerby moved to approve the Private Detention Basin/Stormwater Quality Best Management Practice Maintenance Agreement and Easement with the new exhibits and send it to the County for their signatures and accreditation. Director Kupferer seconded the Motion. The Motion passed unanimously.*

*Director Hawkins moved to approve the Storm Drainage Easement Agreement subject to the County completing the missing information on page two. Director Kerby seconded the Motion. The Motion passed unanimously.*

Attorney Fritsche presented to the Board construction drawings that were received on January 14, 2025, depicting the access driveway to Falcon Fire Protection District Station 1 being torn out. Director Kerby advised the Board that the County intends to pull up the entire driveway from the road to the District's apparatus entrance to the garage and replace it with four inches of asphalt and seven inches of class six gravel. The District requires 8" of concrete. Director Kerby has reached out to the County. Director Kupferer stated that the drawings show regular asphalt which will not work. Director Kerby stated that there has been a lack of communication with the District from the beginning of this project. Director Kerby stated that he will contact the contractor for more information. A discussion was held regarding the drawing, concrete versus asphalt and the thickness of each. Attorney Fritsche recommends the Board adopt a Resolution directing Director Kerby to take all actions necessary regarding this issue on behalf of the District. Attorney Fritsche noted this issue was not mentioned at the pre-construction meeting.

*Director Hawkins moved to approve Director Kerby to take all actions necessary on behalf of the District to protect the District's assets. Director Kupferer seconded the Motion. The Motion passed unanimously.*

#### Discuss Falcon Fire Department 50<sup>th</sup> Anniversary.

Director Kupferer stated that Deputy Chief Petersma provided a photo from 1975 asking to verify the people in the photo; Deputy Chief Petersma also provided drawings of a challenge coin that would be given to Falcon Fire Protection District members only. Ms. Kuemmerle created a 50-year logo to go on the District e-mails and website. Other ideas that were discussed; t-shirts with a Falcon Fire 50-year design to be handed out to staff and founders and charge the public for the t-shirts to cover the cost. Deputy Chief Petersma suggested compiling a distribution list. A discussion was held on when to hold this event. Director Kerby suggested that we have more concrete plans by the February meeting.

#### NEW BUSINESS

None.

#### PUBLIC COMMENT

Director Kerby stated that he attended Chaplin Collins memorial service and was impressed with the service. He wished he had saved the flyer as he really liked the back page which stated: "I have moved." Director Kerby also stated that he was impressed with all that Chaplin Collins accomplished during his life.

#### EXECUTIVE SESSION

None.

#### ADJOURNMENT

*Director Kupferer moved to adjourn the Board meeting. Director Hawkins seconded the Motion. The Motion passed unanimously. The meeting adjourned at 1607 hours.*

I hereby attest to the accuracy of the meeting Minutes:

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Edward Podoll, Secretary