

**Falcon Fire Protection District
Board of Directors Regular Board Meeting
March 18, 2020
Approved Minutes**

Call to Order

President Kupferer called the regular meeting of the Board of Directors to order at 16:03 hours on Wednesday, March 18, 2020.

AWARDS PRESENTATION

EMS Division Chief Webb presented Phoenix Awards to the Station 1 B Shift crew for successfully reviving another person known to have been in cardiac arrest, which occurred on December 5th, 2019. Those crew members were LT Travis Kuemmerle, PM Justin Thurston (who was not able to attend the meeting, due to a prior engagement), FF Scot Gilmore, FF Ben Rackl, and FF Wyatt Benoit.

SWEARING IN CEREMONY

Chief Harwig swore in Driver Operator: Nathan Hale. Nathan was badged by his girlfriend, Sierra.

ATTENDANCE

Daniel Kupferer, President
Thomas Kerby, Vice President
Cory Galicia, Treasurer
Michael Collins, Secretary
Joan Hathcock, Assistant Secretary – via conference call – excused herself at 15:05 hours

ALSO PRESENT

Joan Fritsche, Legal Counsel
Trent Harwig, Fire Chief, FFPD
Jeff Petersma, Deputy Chief, FFPD
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
Judy Tobias, Ranchland News

ABSENT

None.

ADDITIONS/DELETIONS TO THE AGENDA

None.

APPROVAL OF AGENDA

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

PUBLIC COMMENT

None.

CORRESPONDENCE

None.

APPROVAL OF THE MINUTES

Director Collins moved to approve the February 19, 2020 Regular Board Meeting Minutes as amended. Director Kerby seconded the Motion. The Motion passed unanimously.

REPORTS

Treasurer's Report

Chief Harwig reviewed the written February Treasurer's Report with the Board. The January Treasurer's Report was also provided to the Board for their review. The Chief noted 16.7% of the fiscal year is complete.

The General Fund Budget revenues received were at 4%. Specific Ownership Tax revenue is at 20%. Total General Fund expenditures across all categories were at 10%.

The Ambulance Fund Budget revenues received were at 1%. Total Ambulance Fund expenditures were at 9%.

The Capital Improvement Fund revenues received were at 0%. Total expenditures were at 23%.

The Rural Water Fund had no expenditures for the months of January and February.

Director Collins moved to accept the February, 2020 Treasurer's Report as presented. Director Hathcock seconded the Motion. The Motion passed unanimously.

Chief's Report

Chief Harwig advised the Board about COVID-19 matters. None of the District's employees have tested positive or displayed symptoms at this time. If any crew members test positive or are required to quarantine based on medical advice, the whole crew will be quarantined for 14 days. Workers' Compensation paperwork will need to be filled out. If any of the crews, or administrative staff are quarantined, in addition to their sick leave or PTO, Chief Harwig requested the Board approve a separate one-time 14-day COVID-19 sick leave policy, authorizing the District to pay the employees sick leave for a quarantine period, specifically authorizing, 112 hours for full-time line and 80 hours for non-line employees.

Director Hathcock moved to make a motion to approve the two-week sick pay for employees who have been diagnosed or quarantined for COVID 19. Director Galicia seconded the motion. The motion passed unanimously.

EMS Division Chief Webb advised that there are not enough tests available to test on everyone and there are no special provisions to test front line personnel. The crews are taking special precautions with protective gear and only sending one person into a home to take the initial report before any other crew members go inside. Chief Webb said that he got a call from the Health Science Lab at Falcon High School and they have 100 gowns and facemasks to donate to the District.

Chief Petersma advised that all State testing has been suspended. The Rookie Academy had been scheduled to test this week. They are working on assignments by email and online but are not working in the classroom or outside in the drill field.

Chief Petersma also advised that the community rooms have been shut down to outside agencies and to friends and family members of the employees as well. The District's annual Easter egg hunt has also been cancelled.

EMS Division Chief Webb provided a written Transport Report to the Board and advised the crews transported 79 patients in the month of February and responded to five other patients who refused to be transported. The third ambulance has arrived and has passed inspection by the County, is registered and ready to transport.

Chief Harwig advised there were 108 Reserve standby hours for the month of February.

Attorneys' Report

A written Attorneys' Report was provided to the Board. Attorney Fritsche has been in contact with the real estate attorney representing Aspen View Homes. The Attorney was pretty upset that she sent an email to the City of Colorado Springs exactly three years ago on this matter and the Shiloh Mesa exclusion has yet to be processed. Attorney Fritsche made it very clear that the District is not holding up the process and the District had done its part. The District's costs have exceeded the deposit submitted for the Shiloh Mesa exclusion and Attorney Fritsche is following the Board's direction to not spend additional time and District funds to push the City's exclusion process along. Attorney Fritsche sent the exclusion pleadings and documents to Assistant City Attorney Frederick Stein for approval and processing several months ago. Attorney Fritsche sent requested revisions to the two IGAs the Fire District Board approved in August, subject to those Board requested changes (and not yet executed), being made by the City. We expect the City to revise the IGAs and ask for execution.

UNFINISHED BUSINESS

Old Meridian Road and Hwy 24 Intersection Design

Director Kerby advised that Old Meridian Road is in process and the Meridian Road and Hwy 24 portion is not scheduled yet, which is a State project and has to be done according to State requirements.

FHMD Station 3 Land Transfer

Attorney Fritsche advised she contacted the Title Company to let them know that the land transfer was conveyed by a Quitclaim Deed, and that a Special Warranty Deed would not be obtained. Attorney Fritsche asked Falcon Highlands for official documentation that their Board was authorized to and formally completed the conveyance.

Chief Harwig advised that the District has the signed Quit Claim Deed, but the Title Company wants Falcon Highland's Minutes or Resolution authorizing the transfer.

Attorney Fritsche advised that she assumes that Jeff Erb and the Title Company are working on it, but she has not heard anything back from them.

Chief Harwig advised that Land Title has the recorded the Deed with the County and sent the recording number and the parcel number to Rick Van Dyke at the County Assessor and asked if they can expedite recognizing the transfer into the Falcon Fire District's name. County offices are temporarily closed until April 6th, so they cannot process the transfer until after they can return to work.

Administration Building/New Station 3

- Request for Proposals for Design-Build Station 3

Chief Harwig advised they had the pre-bid meeting yesterday and there were four general contractors, two architectural firms who could represent general contractors, and two vendors in attendance. They did a walkthrough at Station 4. Director Kerby and Director Kupferer were there with Chief Harwig. They went over what they expect in bids due no later than April 10th.

Chief Harwig advised that initial locates for the soils testing have started, and the site on the schedule for testing.

Director Hathcock left the meeting, via conference call at 17:05 hours.

- Appointment Proposal Review Committee

Chief Harwig asked the Board to appoint a Proposal Review Committee like they did for Station 4 to review the bids for the new station.

Director Collins motioned to appoint Director Kerby, Chief Harwig and Director Hathcock, if she would like to participate, in the proposal review committee. Director Galicia seconded the motion. The motion passed unanimously.

Chief Harwig recommended that the Board plan to award the design/build contract or authorize contract negotiations at the April Board meeting.

Director Kupferer advised he would like the new Board to act on the design/build contract at the May Board meeting since the construction will take place after the new Board is in place.

- Consider Contract with Land Development Consultants, Inc. for Entitlements and Pre-Construction Activity

President Kupferer abstained from discussion. Director Kerby advised he reviewed the contract from Land Development Consultants, Inc. and advised it looked consistent with the prior Station 4 contract provisions. Attorney Fritsche recommended an addendum to the contract containing specific local government provisions.

Director Galicia moved to approve the contract and addendum with Land Development Consultants, Inc. for entitlements and pre-construction activity related to the Station 3 parcels. Director Collins seconded the motion. The Motion carried with President Kupferer abstaining from voting.

NEW BUSINESS

May 2020 Directors' Election

Attorney Fritsche advised there were only three candidates for the three seats available on the Board, so the director election has been cancelled. Directors Collins and Hathcock are elected by acclamation to their second terms, and Ray Hawkins, will start his first term in May 2020.

Attorney Fritsche also advised the Special District election cycle is being shifted to odd numbered years to even out workload for county clerks conducting elections. The statutory city and town elections will remain in April and May of even numbered years and special districts will move to May of odd numbered years.

Attorney Fritsche also advised, due to a change in state statute, oaths of office must now be taken and filed with the County Clerk and Recorder before a Director may act at a Board meeting. In the past, the Board transitioned during the May Board meeting, after oaths of office were administered for the new Director terms. The new Board members must be sworn in between May 5th, election day and the May 20th Board meeting, so that they are authorized to act at the May Board meeting when their new terms official start.

Consider Petition for Exclusion from Falcon Highlands Metro District Station 3 Acquisition Parcel

Attorney Fritsche advised the Petition for Exclusion must be approved and notarized by Falcon Highlands, which is on their Agenda for their May Board Meeting as a Resolution and Order item and then Falcon Highlands will submit a proposed exclusion order with the District Court.

Consider Petition for Inclusion Woodmen Hills Metropolitan District for the Consolidated Station 3 Parcel for Water and Sanitary Sewer Service

Attorney Fritsche advised that Woodmen Hills can approve the Fire District's petition for inclusion subject to completion of the Falcon Highlands exclusion.

EXECUTIVE SESSION

None.

PUBLIC COMMENT

None.

ADJOURNMENT

Director Galicia moved to adjourn the Board meeting. Director Collins seconded the Motion. The Motion passed unanimously. The meeting adjourned at 17:39 hours on March 18, 2020.

I hereby attest to the accuracy of the meeting Minutes:

Michael Collins, Secretary