



POUDRE FIRE AUTHORITY BOARD of DIRECTORS
SPECIAL MEETING AGENDA
Headquarters – 102 Remington St. Fort Collins, CO. 80524
January 2, 2024
3:00 p.m.

***Requires Board Action**

The Poudre Fire Authority (PFA) Board meeting will be a hybrid meeting. Instructions to join the meeting virtually follow. Individuals who wish to make comments regarding items scheduled on the agenda or wish to address the PFA Board during public comment on items not specifically scheduled on the agenda must use the Q&A option within the meeting or send comments to publiccomment@poudre-fire.org. Individuals must be recognized by the Board Chair. If speaking in person, please sign in at the table. The Chair will allow three minutes or less, depending on the number of speakers, for each individual.

Please click the link below to join the Board meeting: <http://tinyurl.com/jku9adsp>

Webinar ID: 836 8802 1251

Passcode: 878406

Or Telephone: 1 719 359 4580 or +1 669 900 6833

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT *see below for public comment rules

DISCUSSION ITEMS

1. Executive Session
 - a. Executive Session pursuant to C.R.S. 24-6-402(4)(b) to Receive Advice of Legal Counsel Regarding Station 7 *
 - b. Executive Session pursuant to C.R.S. 24-6-402(4)(a) to Receive Advice of Legal Counsel Regarding a Letter of Intent to Purchase Headquarters *
2. Possible Action Following Executive Session *

* Public Comment Rules:

Anyone wishing to speak during the Public Comment Period must sign the sign-up sheet provided for each meeting where public comment is permitted. Speakers will be heard in the order listed on the sign-up sheet. The following general rules shall apply to any public comment permitted at a regular meeting, or a special meeting, including a study session:

1. Each speaker will have three minutes. The total time for the Public Comment Period is 15 minutes.
2. Only one speaker will be acknowledged at a time. Speakers must begin their comments by stating their name and address.
3. Each person may speak only once during the Public Comment Period. A speaker may not give part of his/her time to another speaker.
4. Speakers must direct their comments to the Board as a whole, not to individual Board members, the audience, or staff. Discussions between speakers and audience members is not allowed.
5. Comments during the Public Comment Period are not limited to agenda items but must be relevant to the Poudre Fire Authority.
6. Public comment is not a question-and-answer session. The Board does not respond to questions, but may refer them to staff for response, either at the meeting or at a future time, as appropriate.
7. All speakers and audience members must treat everyone with respect and dignity, maintain a welcoming environment, and avoid actions that could be distracting, such as:
 - cheering, booing or applause;
 - personal attacks, the use of profanity, or other inappropriate or disruptive conduct;
 - signs larger than 11"x17" or held in a way that blocks others' view;
 - audio or video recording that is distracting or obstructs others; and,
 - noise from phones or mobile devices, such as ringtones, notifications, alarms, or conversations.
8. The public is expected to enter and exit the Board room quietly if a meeting is in progress and take any conversations out to the lobby.
9. Virtual Public Comments - Individuals who are participating in a Board meeting via an Audio/Video Platform, and who wish to make comments during the Public Comment Period, must use the Q&A option within the meeting or send comments to publiccomment@poudre-fire.org. Virtual comments will be read by a moderator.

Meeting Date: January 2, 2024
PFA Staff: Derek Bergsten



DISCUSSION ITEM

Poudre Fire Authority

SUBJECT

Executive Session *

EXECUTIVE SUMMARY

That the Poudre Fire Authority (PFA) Board make a motion to go into Executive Session:

- a. Executive Session pursuant to C.R.S. 24-6-402(4)(b) to Receive Advice of Legal Counsel Regarding Station 7 *
- b. Executive Session pursuant to C.R.S. 24-6-402(4)(a) to Receive Advice of Legal Counsel Regarding a Letter of Intent to Purchase a New Headquarters Facility *

*As permitted by Colorado Revised Statutes Sections 24-6-402(4)(b) and 24-6-402(4)(a), I make a motion to receive advice of legal counsel regarding Station 7 and to receive advice of legal counsel regarding a letter of intent to negotiate a purchase of a new headquarters facility, respectively**

DISCUSSION/BACKGROUND

No action can be taken in the executive session. Therefore, if the Poudre Fire Authority (PFA) Board would like to act on any matters following the executive session, the Board must do so in public session. See Discussion Item 2.

STAFF RECOMMENDATION

That the PFA Board enter a motion to enter executive session.

FINANCIAL / ECONOMIC IMPACTS

Any financial impacts will come before the Board for approval at a future Board meeting.

ATTACHMENT

- a. Attorney Client Privileged Materials

Executive Session
Attorney Client Privileged Material

Meeting Date: January 2, 2024
PFA Staff: Derek Bergsten



DISCUSSION ITEM

Poudre Fire Authority

SUBJECT

Possible Action Following Executive Session *

EXECUTIVE SUMMARY

The purpose of this agenda item is for the Poudre Fire Authority (PFA) Board of Directors to take possible action resulting from the executive session.

DISCUSSION/BACKGROUND

No action can be taken in the executive session. Therefore, if the PFA Board would like to act on any matters following the executive session, the Board must do so in public session. Resolution 24-01 authorizing the Fire Chief to sign a Letter of Intent to negotiate the purchase of a new Headquarters Facility is provided pending the executive session discussion.

STAFF RECOMMENDATION

Potential approval of Resolution 24-01, pending Board discussion in executive session.

FINANCIAL / ECONOMIC IMPACTS

Any financial impacts will come before the Board for approval at a future Board meeting.

ATTACHMENT

- a. Resolution 24-01

Resolution 24 – 01

Authorizing the Poudre Fire Authority (PFA) Fire Chief to Sign the Letter of Intent to Negotiate the Purchase a New Headquarters Facility

Whereas, replacement or expansion of the Administrative Building (102 Remington Street) has been included in PFA’s Long-Range Financial Plan since 2016 and has been on the unfunded priorities list within budget documents since 2014; and

Whereas, PFA staff has been working on options for additional Administrative Office space with City of Fort Collins Real Estate Services, and a property in the Old Town area that meets PFA’s needs well into the future; and

Whereas, with the assistance of PFA’s legal counsel, the City of Fort Collins Real Estate Services and the seller a non-binding Letter of Intent will begin the negotiation process for the purchase of a new Headquarters Facility; and

Now Therefore, the Poudre Fire Authority Board of Directors authorizes the Fire Chief to enter contract via a Letter of Intent for a new Headquarters Facility.

Approved this 2nd day of January, 2024 by the Poudre Fire Authority Board of Directors.

PFA Board Chair

Attest