

STRATMOOR HILLS FIRE PROTECTION DISTRICT

Board Meeting Agenda

February 21, 2018

3:00 p.m.

I. Approval of Previous Board Meeting Minutes

January 17, 2017 Regular Board Meeting –

January 24, 2018 Special Executive Board Meeting -

February 2, 2018 Special Board Meeting -

II. Approval of Agenda

III. Public Comment

IV. Unfinished Business:

V. New and Miscellaneous Business:

Fire Chief Report – *Informational Item (Barrett)*

- Annual Alarms by month
- January Calls per District
- Annual Alarms by year
- Status reports
 - Apparatus - see attached informational sheet
 - Training (responsibility assigned to – Driver McDaniels)
 - Inspections (responsibility assigned to – Driver Gates)
 - Recruiting (responsibility assigned to – Driver Aragon)
 - Gear (responsibility assigned to – Driver Erlandson)
 - EMS (responsibility – Driver Steiner)

Administrative Officer Report – *Informational Item (Barrett)*

- The 2017 Audit was conducted on Monday and Tuesday, January 29 -30th with Tom Sistare. Mr. Sistare scheduled 2-days to do the audit and it took both days to finish the audit. Hopefully he will be able to present the Audit report at the March Board meeting.
- D/E Steiner and I have recorded all Vehicle Maintenance from 2007 thru this year into ERS using the Quickbooks Vehicle Maintenance charges that we converted into an Excel spreadsheet and sorted by each vehicle.

F-1 - Sabrina Roberts - Special District Association (SDA) Agent - Action Item (Barrett)

Sabrina Roberts with Specialty Insurance Partners, LLC who is part of the agency that insures the Fire District through the SDA will be here to discuss with the Board of Directors and staff exactly what vehicle coverage the District has with the SDA and how we can protect the Fire District in the future.

Recommended motion”to possibly increase or decrease the vehicle insured values that were discussed”

F-2 - Annual Contract Renewal – Action Item (Barrett)

It is time to renew our contract with Rocky Top Resources with the updated coverage charges due for 2018.

Recommended motion”to approve the Rocky Top Resources Annual Contract Renewal.”

F-3 - Amended Official Meeting place/time and Posting Places – Action Item (Barrett)

To amend the official meeting place/time and posting places for notices of district meetings for 2018 that was approved in January 2018.

Recommended motion....” to approve the amended designation of the location, dates and time of the 2018 regular Board Meetings as: the Stratmoor Hills Fire Department, 2160 B Street in El Paso County on the third Wednesday of each month at 3:00 p.m. except for the November meeting which will be held on Wednesday, November 14, 2018 and the December meeting which will be held on December 5th at 3:00p.m. All required District notices will be prominently posted at the Stratmoor Hills Fire Department, the Stratmoor Hills Water District office at 1811 B Street and the Stratmoor Hills Elementary School at 200 Loomis Avenue.”

F-4 - Fire Chief Search - Informational Item (Cooper)

Chairperson Cooper will present to the Board of Directors a report from Steve Rabe on how the process of finding a new Fire Chief is going.

F-5 - Fire Chief Employment Agreement - Action Item (Cooper)

This matter was tabled from the January Board of Directors meeting and Chairperson Cooper will present the changes made to the Fire Chief Employment Agreement.

Recommended motion”to approve the changes made to the Fire Chief Employment Agreement...”

F-6 - 412 settlement update - Informational Item - (Cooper)

Chairperson Cooper will provide the updated Memorandum of Understanding between VFIS and Glatfelter Claims Management.

F-7 - Comcast Agreement - Action Item - (Barrett)

Dottie Barrett will explain the changes that have come to her attention regarding the Fire Districts business with Comcast and the proposed bundle package with Comcast.

Recommended motion”to accept the bundle package with Comcast for Phones and Internet for a monthly charge of \$284.65 with a one (1) time charge for installation of \$168.80....”

F-8 - El Paso - Teller County Emergency Telephone Service Authority IGA - Action Item (Barrett)

Dottie Barrett will explain to the Board of Directors that the El Paso- Teller Authority Board Inter Governmental Agreement (IGA) that the Fire District entered in 2000 has been revised and updated. This IGA spells out the continuance of the Authority Board, rules and regulations. Dottie is recommending that the Board enter this IGA and have Chairperson Cooper sign the IGA on behalf of the Fire District.

Recommended motion”to accept the El Paso - Teller County Emergency Telephone Service Authority IGA and have Chairperson Cooper sign the IGA....”

F-9 - CE-1 - Career Employee Working Conditions Policy - Action Item (Barrett)

Staff will explain that employees who have accumulated a large amount of time off either with vacation and/or personal days and wish to take it off in one block of time, have caused issues with shift coverage and with other career employees being able to take time off (only one paid employee can take time off at any one time); therefore, several changes have been made to this policy to alleviate this issue.

Recommended motion”to approve the CE-1 Career Employee Working Conditions Policy changes on the first reading....”

F-10 - CE-2 - Career Employee Compensation Update - Action Item - (Barrett)

Staff will explain that employees who have accumulated a large amount of time off either with vacation and/or personal days and wish to take it off in one block of time, have caused issues with shift coverage and with other career employees being able to take time off (only one paid employee can take time off at any one time); therefore, several changes have been made to this policy to alleviate this issue.

Recommended motion”to approve the CE-2 - Career Employee Compensation Update Policy changes on the first reading....”

F-11 - D15 Firearms & Weapons Policy - Action Item (Barrett)

Staff will present a Firearms and Weapons Policy. This policy is specific to District career employees and volunteers. The policy is to ensure workplace safety while balancing an individual’s ability to carry a concealed weapon under Colorado law.

Recommended motion”to approve the D15 Firearms & Weapons Policy on the first reading....”

VI. Financial Reports

VII. Executive Session

VIII. Other Business

IX. Adjournment