

**MINUTES OF THE BOARD OF DIRECTORS
OF
STRATMOOR HILLS FIRE PROTECTION DISTRICT**

The regular monthly meeting of the Board of Directors of the Stratmoor Hills Fire Protection District was held pursuant to notice at 4:25 p.m. on January 17, 2018 at 2160 B Street, Colorado Springs, CO 80906. Board Members present: Dianne Cooper, Wallace Mosher, Thomas Wehrkamp, Gretchen Kasameyer, and Joann Sanderson. District Personnel present: Dottie Barrett; Administrative Chief for the District.

Approval of Previous Board Meeting Minutes

It was moved and seconded (Sanderson/Wehrkamp) to approve the minutes for the December 6, 2017 regular meeting as submitted. The motion passed unanimously, with all the members of the Board of Directors voting.

Approval of Agenda

It was moved and seconded (Wehrkamp/Kasameyer) to approve the agenda as published. The motion passed unanimously, with all the members of the Board of Directors voting.

Public Comment

Unfinished Business

New and Miscellaneous Business

Fire Chief Report - Dottie Barrett gave the following reports:

- Annual Alarms by month
- December and 2017 Calls per District
- Annual Alarms by year
- Task List
- Status reports
 - Apparatus
 - Training (responsibility assigned to – Driver McDaniels) - Interim Fire Chief Bullard is working with McDaniels on the 2018 Training Calendar and might possibly re-work it.
 - Inspections (responsibility assigned to – Driver Gates)
 - Recruiting (responsibility assigned to – Driver Aragon) - Interim Fire Chief Bullard is working with Aragon on the 2018 Recruit Calendar.
 - Gear (responsibility assigned to – Driver Erlandson) -
 - EMS (responsibility – Driver Steiner)

Administrative Officer Report – Informational Item (Barrett)

- Dottie Barrett reported that the training room & upstairs rec room Heater / AC units have been installed and are working properly. Trent and his crew took 2-days to install and ensured the units were working properly prior to leaving.
- Dottie Barrett reported that the new windows are in and she received a phone call earlier that morning that the windows would be installed on Thursday, January 18, 2018
- Dottie Barrett reported that the volunteers that will be getting the new bunker gear this year will be sized on Thursday, January 25th from 5:30 -6:30 pm and we should expect the Bunker Gear in around the first of March.
- Dottie Barrett reported that the helmets have been ordered; Chief Bullard was able to find them on the Fire Safety USA Website for \$215.00/helmet for the Black Bullard and \$165.00/helmet for the Orange Bullard helmets.

2018 Budget updates

Dottie Barrett informed the Board that the 2018 budget and associated paperwork has been filed with the County Commissioners and Assessor and Department of Local Affairs. The Special District Association (SDA) Transparency notice has been filed and the Fire Districts information has been updated. Dottie was informed this morning that DOLA has posted the 2018 Budget to their website.

Official Meeting place/time and Posting Places

Dottie Barrett recommended that the Board approve the designation of location, dates and time of the 2018 Board meetings in order to comply with the Sunshine Law [Pursuant to C.R.S. 32-1-903(1) -(2) and C.R.S. 24-6-402(2)(c)]. It was moved and seconded (Kasameyer/Wehrkamp) to approve the designation of the location, dates and time of the 2018 regular Board Meetings at 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 the December meeting will be held on December 5, 2018. In addition, all Board meeting 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. The motion passed unanimously, with all the members of the Board of Directors voting. A copy of the yearly agenda is attached to these minutes and made a part hereof.

2017 Audit

Dottie Barrett informed the Board of Directors that the 2017 Audit has been scheduled for Monday and Tuesday, January 29th-30th with Tom Sistare. Mr. Sistare has scheduled 2-days to do the audit, however it usually only takes 1-day to do the audit. Tom Sistare is charging the department \$6,400.00 for the Audit since the State now requires the Driver/Engineers FPPA contributions to be reported in the Audit and that requires more paperwork on the auditor's part.

Appointment of Designated 2018 Election Official – *Action Item (Barrett)*

The Board must appoint a Designated Election Official (DEO) for the May Board Election at this time and staff is recommending Dorothy R. (Dottie) Barrett be appointed the DEO. It was moved and seconded (Kasameyer/Wehrkamp) to appoint Dorothy R. (Dottie) Barrett as the Designated Election Official (DOE) for the May 2018 Election. The motion passed unanimously, with all the members of the Board of Directors voting.

Election Resolution for 2018 Regular District Election

The Board of Directors must adopt a resolution to conduct the regular election of the eligible electors of the District that shall be held on May 8, 2018, between the hours of 7:00 A.M. and 7:00 P.M. in accordance with Uniform Election Code. At the time, two (2) Directors will be elected to serve a four-year (4) term. It was moved and seconded (Kasameyer/Wehrkamp) to adopt a resolution to conduct an election on May 8, 2018, to elect two (2) Directors to serve four-year (4) terms for the Stratmoor Hills Fire Protection District. The motion passed unanimously, with all the members of the Board of Directors voting.

D-5 Computer / Printer / Copy Machine and Social Media Use Policy Update

Dottie Barrett informed the Board of Directors that at the December 2017 Board of Directors meeting staff informed the Board that this policy has been updated to include not storing personal information on SHFPD computers. Now staff is requesting the policy to be approved on the second and final reading. It was moved and seconded (Wehrkamp/Sanderson) to approve the D5 Computer / Printer / Copy Machine and Social Media Use Policy Update on the second and final reading. The motion passed unanimously, with all the members of the Board of Directors voting.

B-6 Fire Code Policy

Dottie Barrett informed the Board of Directors that at the December 2017 Board of Directors meeting staff informed the Board that this policy was created to address Fire Code Enforcement and ensure fair application of a fee structure for new construction and remodel permits and a fine structure to be used in the event a fire code violation is not corrected. The International Fire Code adopted by resolution by SHFPD and the Colorado Revised Statutes address what and how the Stratmoor Fire Inspector enforces the codes and laws. Staff is now requesting it to be approved on the second and final reading. It was moved and seconded (Sanderson/Wehrkamp) to approve the B-6 Fire Code Policy on the second and final reading. The motion passed unanimously, with all the members of the Board of Directors voting.

CRRF Agreement

Dottie Barrett informed the Board of Directors that the Colorado Department of Public Safety is requesting our participation in the 2017-2020 Colorado Resource Rate Form (CRRF) in the event the department and personnel responds to a Federal Incident. Staff is requesting Board's approval to enter into the agreement. It was moved and seconded (Wehrkamp/Mosher) to enter the Colorado Resource Rate Form (CRRF). The motion passed unanimously, with all the members of the Board of Directors voting.

Fire Chief Search - Action Item (Rabe)

Steve Rabe informed the Board of Directors that the two (2) candidates the Board of Directors were going to interview on Friday, January 12, 2018 both backed out on Monday, January 8, 2018 for various reasons. Steve is now requesting the Board of Directors to accept the new timeline for starting the process over and to consider raising the starting pay to attract more candidates. A motion was made and seconded (Kasameyer/Sanderson) to accept the new timeline and to raise the starting pay to \$70,000.00 - \$75,000.00. The motion passed unanimously, with all the members of the Board of Directors voting.

Fire Chief Employment Agreement - Action Item (Cooper)

Chairperson Cooper presented a couple of changes to the Fire Chief Employment Agreement and after much discussion it was decided to table this Agreement until the February meeting.

Gallagher 6.11 RAR Forecast for 2019 Budget Year

Dottie Barrett informed the Board of Directors that the Colorado State Fire Chiefs' Association and Special District Association (SDA) published a notice of the 2019 Property Tax Cuts that have been predicated by the Colorado Legislative Council. A copy of the email and SDA Legislation notice was given to each Board member for their information and review.

Apparatus agreed value insurance policies

Dottie Barrett informed the Board of Directors of agreed value policies we have on our apparatus and a discussion how each is valued took place. After discussion it was determined to change the agreed value of the Fire District vehicles and have the Policy amended.

Apparatus – 412 settlement updates

Chairperson Cooper gave an update to the Board of Directors on the status of the Attorney's efforts to negotiate a settlement with VFIS and Glatfelter Claims Management. Discussion regarding the Board meeting with the Fire District Attorney representing the district took place and Chairperson Cooper was requested to set up a Special Board meeting.

VI. Financial Reports

It was moved and seconded (Kasameyer/Wehrkamp) to approve the financial reports as presented for the District for the month of December 2017, subject to audit. Director Sanderson requested a "Check Register" report for the previous month and it was discovered that the report did not cover the entire month; Dottie informed the Board of Directors that she will redo the report and email it to them. The motion passed unanimously, with all the members of the Board of Directors voting. Copies of the financial reports are attached to these minutes and made a part hereof.

VII. Executive Session

VIII. Other Business

The Fire Chief Job Description needs to be changed to match the Job Announcement and Employment Agreement regarding the residency requirement. A motion was made and seconded (Kasameyer/Mosher) to change the residence requirement to read "5-miles from the Fire Station and must be approved by the Board of Directors". The motion passed unanimously, with all the members of the Board of Directors voting.

IX. Adjournment

It was noted that the next regularly scheduled Board of Directors meeting would be held at 3:00 p.m. on Wednesday, February 21, 2018, at 2160 B Street, Colorado Springs, CO 80906.

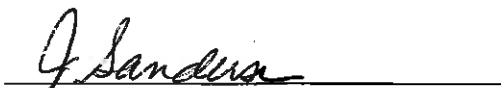
As there was no further business to come before the Board, the meeting was adjourned at 18:20 (Kasameyer/Mosher)


Dianne Cooper, Chairperson


Thomas Wehrkamp, Vice - Chairperson


Wallace Mosher, Secretary / Treasurer


Gretchen Kasameyer, Director


Joann Sanderson, Director