

STRATMOOR HILLS FIRE PROTECTION DISTRICT

Board Meeting Agenda

January 17, 2018

3:00 p.m.

I. Approval of Previous Board Meeting Minutes

December 6, 2017 –

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
- December 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)*

- 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.
- The new windows are in and I am awaiting word on the installation dates - hopefully by the time of the meeting we will have more information.
- 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.

F-1 – **2018 Budget updates** – *Information Item (Barrett)*

The 2018 budget and associated paperwork have been filed with the County Commissioners and Assessor and Department of Local Affairs.

F-2 - **Official Meeting place/time and Posting Places** – *Action Item (Barrett)*

To set the official meeting place/time and posting places for notices of district meetings for 2018.

Recommended motion....” to approve the 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 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-3 – 2017 Audit – Information Item (Barrett)

The 2017 Audit has been scheduled for Monday and Tuesday, January 29 -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. Hopefully he will be able to present the Audit report at the March Board meeting.

F-4 - 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.

Recommended motion....” to appoint Dorothy R. (Dottie) Barrett as the Designated Election Official (DOE) for the May 2018 Election.”

F-5 – Election Resolution for 2018 Regular District Election – Action Item (Barrett)

The regular election of the eligible electors of the District 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.

Recommended motion “... 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.”

F-6 - D-5 Computer / Printer / Copy Machine and Social Media Use Policy Update - Action Item (Barrett)

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.

Recommended motion”to approve the D5 Computer / Printer / Copy Machine and Social Media Use Policy Update on the second and final reading....”

F-7 - B-6 Fire Code Policy - Action Item (Barrett)

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.

Recommended motion”to approve the B-6 Fire Code Policy on the second and final reading.....”

F-8 - CRRF Agreement - Action Item (Barrett)

Dottie Barrett will inform 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.

Recommended motion”to enter into the Colorado Resource Rate Form (CRRF)....”

F-9 - Fire Chief Search - Action Item (Rabe)

Steve Rabe will explain to the Board of Directors how the process of finding a new Fire Chief is going.

F-10- Fire Chief Employment Agreement - Action Item (Cooper)

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-11 - Gallagher 6.11 RAR Forecast for 2019 Budget Year - Informational Item - (Barrett)

Dottie Barrett will inform the Board of Directors that the Colorado State Fire Chiefs’ Association published a notice of the 2019 Property Tax Cuts that have been predicated by the Colorado Legislative Council. A copy of the email will be given to each Board member for their information and review.

F-12 - Apparatus agreed value insurance policies - Action Item - (Barrett)

Dottie Barrett will inform the Board of Directors of agreed value policies we have on our apparatus and we will discuss how each is valued.

F-13 - Apparatus – 412 settlement update - Action Item - (Cooper)

Chairperson Cooper will update the Directors on the status of the Attorney’s efforts to negotiate a settlement with VFIS and Glatfelter Claims Management.

VI. Financial Reports

VII. Executive Session

Recommended motion “. . . to enter into executive session to discuss personnel matters pursuant to C.R.S. 24-6-402(4) (f).”

Members of the public not participating in the executive session will leave the room.)

Recommended motion “. . . to exit from executive session to discuss personnel matters pursuant to C.R.S. 24-6-402(4) (f).”

VIII. Other Business

IX. Adjournment