

STRATMOOR HILLS FIRE PROTECTION DISTRICT

Board Meeting Agenda

March 21, 2018

3:00 p.m.

I. Approval of Previous Board Meeting Minutes

February 21, 2018 -

II. Approval of Agenda

III. Public Comment

IV. Unfinished Business:

V. New and Miscellaneous Business:

Fire Chief Report – *Informational Item (Bullard)*

- Annual Alarms by month
- February 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)*

- Dottie will be on vacation from Saturday, March 24th thru Monday, April 9th and will be out of the country but will be able to be contacted via email if necessary.
- Former Volunteer member Larry Gustafson's Memorial Service will be held on Sunday, March 25, 2018 at 2:00 pm at the American Legion Hall on Southmoor Drive in Fountain. The Department will provide truck and personnel for service.
- Jimmy Light is recovering from his house fire – numerous donations have come in and many residents have offered goods for when he gets a new home.

F-1 – 2017 Amended Budget – Action Item (Barrett)

Recommended motion “... to approve the enclosed RESOLUTION TO ADOPT AMENDED BUDGET AND APPROPRIATE SUMS OF MONEY FOR THE STRATMOOR HILLS FIRE PROTECTION DISTRICT FOR THE YEAR BEGINNING JANUARY 1, 2017 AND ENDING DECEMBER 31, 2017.

The amendments to the 2017 budget are necessary due to the unbudgeted income regarding the radio tower replacement from VFIS, income for vehicle repairs due to wind damage, personnel reimbursement for testing cost, restitution payments and Pinnacle Workman’s compensation dividend check. Unbudgeted expenses of the radio tower replacement, vehicle repairs due to wind storm damage, vehicle maintenance for all the fire trucks. Please see enclosure for a copy of the proposed 2017 amended budget.

F-2 – 2017 Audit Presentation – Action Item (Tom Sistere, Hoelting & Company)

Tom Sistere from Hoelting and Company will be prepared to present the 2017 Audit to the Board of Directors.

Recommended motion “... to accept the Auditor’s Audit Report for 2017 as submitted.”

F-3 – Cancellation of Fire District Board of Directors Election – Action Item (Barrett)

Dottie Barrett will inform the Board of Directors that the District received two (2) Self-Nominations for the two (2) Board positions that are open in May. The two individuals are Dianne M. Cooper and Howard L. Swain and they will be sworn in at the May 2018 Board Meeting. At this time the Board must approve a Resolution to allow the DEO (Designated Election Official) Dorothy R. (Dottie) Barrett to cancel the Election and submit associated paperwork.

Recommended motion” Cancellation of Election and Declaration Deeming Candidates Election Board of Directors Resolution.’

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

Chairperson Cooper will give an update on how the search for a Fire Chief is going.

F-5 – 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 second and final reading....”

F-6 - 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 second and final reading....”

F-7 - D15 Firearms & Weapons Policy - Action Item (Barrett)

Staff will present an amended 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 second and final reading....”

F-8 - V-3 - Volunteer Member and Recruit Conduct Policy Update - Action Item - (Barrett)

At the February Board of Directors meeting staff presented some changes to the V-3 Volunteer Member and Recruit Conduct Policy that ensures that if Volunteer Members or Recruits bring personal items for use and leave these items in their bunker gear lockers the Fire District is not responsible for lost or damaged personal items.

Recommended motion”to approve the V-3 - Volunteer Member and Recruit Conduct Policy Update on the second and final reading....”

F-9 - CE4 - Career Employee Conduct Policy Update - Action Item - (Barrett)

At the February Board of Directors meeting staff presented some changes to the CE4 - Career Employee Conduct Policy that ensures that if Career employees bring personal items for use and leave these items in their bunker gear lockers the Fire District is not responsible for lost or damaged personal items.

Recommended motion”to approve the CE4 - Career Employee Conduct Policy on the second and final reading....”

F-10 - Stratmoor Hills Fire Rescue Sign – Action Item - (Barrett)

Dottie Barrett will explain to the Board of Directors that the sign that hangs out front of the Fire Station is very old and needs to be replaced. Brent Townsend, owner of Veterans Creative Woodwork, LLC has submitted a bid to replace the sign with the updated logo for \$600.00 and staff is recommending that the Board approve the request.

Recommended motion”to approve Veterans Creative Woodwork, LLC to create a new Fire Station sign for \$600.00....”

F-11 - Fire Station Painting – Action Item - (Barrett)

Dottie Barrett will explain that staff budgeted for the exterior of the Fire station to be painted this year. We had three (3) contractors come out and give staff quotes and explain the paint process, types of paint to use for concrete and cinder blocks etc. Enclosed are the three (3) quotes to review and decide on which contractor to use. Staff is recommending the High-Performance Construction LLC quote since Mr. Jim Lancaster explained the whole process, including the types of primer that will be used for the concrete, cinder blocks etc. Staff also feels that the deck should be done as well to preserve it.

Recommended motion”to accept the bid of High Performance Construction LLC not to exceed \$10,700.00....”

F-12 - Copy Machine Agreement – Action Item (Barrett)

Dottie Barrett will explain to the Board of Directors that we are currently under a five (5) year lease agreement with Konica Minolta for the big copy/scan machine in the front office. The current agreement is coming to an end and Noemi Vermillion has sent over a new agreement for an updated machine with more features but under the same governmental agreement. The Fire Station currently pays \$76.83/month for the Bizhub 283 and are recommending we upgrade to the Bizhub 287 for \$76.11/month.

Recommended motion”to accept the five (5) year lease agreement with Konica Minolta for the Bizhub 287 for \$76.11/month charge and have Chairperson Cooper sign the agreement....”

F-13 - Purchase of Fire Truck – Action Item (Bullard)

Chief Bullard will explain that he has been working via email with Jeremy McCoy from Firetruckmall.com regarding a 2007 Pierce Saber Pumper that is for sale from outside of Dallas/Fort Worth area. The Truck is listed at \$179,000.00, however, Mr. McCoy was able to get the price down to \$145,000.00 for our purchase. Chief Bullard will provide email documents to the Board of Directors and is recommending that the Board approves 2-3 personnel to go down for a site visit. Upon approval at the site visit, Chief Bullard is also looking for approval to submit an offer of purchase.

Recommended motion”to approve 2-3 personnel to travel to Dallas/Fort Worth for a site visit of one 2007 Pierce Saber Pumper for inspection and tentative offer....

Recommended motion”to approve offer of purchase after inspection and approval....”

F-14 - Vehicle Insurance Valuations – Action Item (Board of Directors)

At the February Board of Directors meeting the Board requested that staff puts together a complete list of valuations of replacement of each vehicle and the equipment that is on each vehicle. Staff compiled the list and will discuss with the Board of Directors at this time.

Recommended motion” ...to adjust the value of the vehicles according to the spreadsheet that was provided by staff to the Insurance company....”

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