

**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 3:00 p.m. on February 21, 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: Jerame Bullard; Interim Fire Chief for the District and Dottie Barrett; Administrative Chief for the District. Audience members included; Sabrina Roberts with Specialty Insurance Partners, LLC.

Approval of Previous Board Meeting Minutes

It was moved and seconded (Kasameyer/Sanderson) to approve the minutes for the January 17, 2018 regular meeting as submitted. The motion passed unanimously, with all the members of the Board of Directors voting.

It was moved and seconded (Kasameyer/Mosher) to approve the minutes for the January 24, 2018 Special Executive Board Meeting as submitted. The motion passed unanimously, with all the members of the Board of Directors voting.

It was moved and seconded (Kasameyer/Wehrkamp) to approve the minutes for the February 2, 2018 Special Board 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 amended agenda with the addition of V-3 Volunteer Member and Recruit Conduct Policy Update and CE-4 Career Employment Conduct Policy Update. 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 - Chief Bullard gave the following reports:

- 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)

- Dottie reported 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.
- Dottie informed the Board of Directors that D/E Steiner and she 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.

Sabrina Roberts - Special District Association (SDA) Agent

Sabrina Roberts and Kathy Francis (via phone call) discussed with the Board of Directors and staff exactly what insurance coverage the District has on with the SDA our vehicles and if we should change that coverage to better protect the District. After discussion, it was agreed to submit to Kathy Francis examples of the Board's questions, so Ms Francis can better assist us in making these decisions.

Annual Contract Renewal

Dottie Barrett informed the Board of Directors that it is time to renew our annual contract with Rocky Top Resources with the updated coverage charges due for 2018. It was moved and seconded (Kasameyer/Mosher) to approve the Rocky Top Resources Annual Contract Renewal. The motion passed unanimously with all the Board members voting.

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

Dottie Barrett informed the Board of Directors that it is necessary to amend the official meeting place/time and posting places for notices of district meetings for 2018 that was approved in January 2018. The amendment is due to the November's meeting was scheduled to be held the day before Thanksgiving. It was moved and seconded (Kasameyer/Wehrkamp) 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. The motion passed unanimously with all the Board members voting.

Fire Chief Search

Chairperson Cooper informed the Board of Directors and staff that there was only one (1) interested candidate and after Steve Rabe interviewed him, it was discovered that all his certifications were not current with the State of Colorado, and he does not have his EMT. After further discussion, it was agreed upon by all Board members to continue advertising for the Fire Chiefs position until filled.

Fire Chief Employment Agreement

Chairperson Cooper presented a couple of changes to the Fire Chief Employment Agreement. After discussion it was decided to table this Agreement until the Fire District has a Fire Chief candidate to present the agreement to.

412 settlement updates

Chairperson Cooper handed out the updated Memorandum of Understanding that was signed and agreed upon between the Fire District, VFIS and Glatfelter Claims Management. The total payout from VFIS for 412 settlements came to \$127,095.00. Considering storage costs and towing fees, the Directors decided to sell the wrecked engine and accept the salvage value quoted at \$3,000.

Comcast Agreement

Dottie Barrett explained the changes that have come to her attention regarding the Fire District's business with Comcast and the proposed bundle package with Comcast. This also involved telephone service from another provider. It was moved and seconded (Kasameyer/Mosher) 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. The motion passed unanimously with all the Board members voting.

El Paso - Teller County Emergency Telephone Service Authority IGA

Dottie Barrett explained 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. It was moved and seconded (Mosher/Wehrkamp) to accept the El Paso - Teller County Emergency Telephone Service Authority IGA and have Chairperson Cooper sign the IGA. The motion passed unanimously with all the Board members voting.

CE1 - Career Employee Working Conditions Policy Update - *Action Item* (Barrett)

Dottie Barrett explained to the Board of Directors that employees who have accumulated a large amount of time off either with vacation and/or personal days and who wish or have taken it off in one block of time, have caused issues with shift coverage and with other career employees being able to take time off (per policy, 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. It was moved

and seconded (Wehrkamp/Sanderson) to approve the CE-1 Career Employee Working Conditions Policy changes on the first reading. The motion passed unanimously with all the Board members voting.

CE2 - Career Employee Compensation Policy Update

Dottie Barrett explained to the Board of Directors that employees who have accumulated a large amount of time off either with vacation and/or personal days and who wish or have taken it off in one block of time, have caused issues with shift coverage and with other career employees being able to take time off (per policy, 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. It was moved and seconded (Wehrkamp/Mosher) to approve the CE-2 - Career Employee Compensation Update Policy changes on the first reading. The motion passed unanimously with all the Board members voting.

D15 Firearms & Weapons Policy

Dottie Barrett presented 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. It was moved and seconded (Mosher/Wehrkamp) to approve the D15 Firearms & Weapons Policy on the first reading. The motion passed unanimously with all the Board members voting.

V-3 - Volunteer Member and Recruit Conduct Policy Update

Dottie Barrett 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 anywhere on District property, the Fire District is not responsible for lost or damaged personal items. It was moved and seconded (Mosher/Wehrkamp) to accept to accept the V-3 Volunteer Member and Recruit Conduct Policy update on the first reading. The motion passed unanimously with all the Board members voting.

CE4 - Career Employee Conduct Policy Update

Dottie Barrett 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 anywhere on District property, the Fire District is not responsible for lost or damaged personal items. It was moved and seconded (Kasameyer/Wehrkamp) to accept to accept the CE4 - Career Employee Conduct Policy update on the first reading. The motion passed unanimously with all the Board members voting.

VI. Financial Reports

It was moved and seconded (Mosher/Wehrkamp) to approve the financial reports as presented for the District for the month of January 2018, subject to audit. A January check register report was enclosed for the Board's review. 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.

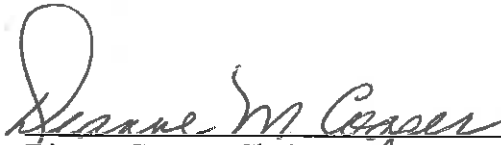
VII. Executive Session


VIII. Other Business

IX. Adjournment

It was noted that the next regularly scheduled Board of Directors meeting would be held at 3:00 p.m. on Wednesday, March 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 16:55 (Kasameyer/Wehrkamp)


Dianne Cooper, Chairperson


Thomas Wehrkamp, Vice-Chairperson


Wallace Mosher, Secretary / Treasurer


Gretchen Kasameyer, Director


Joann Sanderson, Director