

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 March 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 and D/E Marc Steiner and Michael McDaniels.

Approval of Previous Board Meeting Minutes

It was moved and seconded (Wehrkamp/Sanderson) to approve the minutes for the February 21, 2018 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/Sanderson) to approve the amended 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 – *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.

2017 Amended Budget

Dottie Barrett informed the Board of Directors that 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. It was moved and seconded (Wehrkamp/Sanderson) 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 motion passed unanimously, with all the members of the Board of Directors voting.

2017 Audit Presentation

Tom Sistare of Hoelting & Company gave the Board of Directors a synopsis of the audit findings and stated that the District personnel did a great job and the Fire District had a clean audit. All Board members were presented with a copy of the Audit that will be sent to the state Auditor. It was moved and seconded (Wehrkamp/Mosher) to accept the Auditor's Audit Report for 2017 as submitted. The motion passed unanimously, with all the members of the Board of Directors voting.

Cancellation of Fire District Board of Directors Election

Dottie Barrett informed 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. It was moved and seconded (Wehrkamp/Sanderson) for the Cancellation of Election and Declaration Deeming Candidates Election Board of Directors Resolution. The motion passed unanimously, with all the members of the Board of Directors voting.

Fire Chief Search

Chairperson Cooper informed the Board of Directors and audience members that there is one (1) candidate that has applied, however he has no EMT, so a letter will be sent to him soon. She also stated that there are two (2) potential candidates that Steve Rabe is still investigating and hopefully one of them will be qualified.

CE-1 - Career Employee Working Conditions Policy

At the February Board of Directors meeting staff explained 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. It was moved and seconded (Mosher/Wehrkamp) to approve the CE-1 Career Employee Working Conditions Policy changes on the second and final reading. The motion passed unanimously, with all the members of the Board of Directors voting.

CE-2 - Career Employee Compensation Update

At the February Board of Directors meeting staff explained 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. It was moved and seconded (Sanderson/Wehrkamp) to approve the CE-2 - Career Employee Compensation Update Policy changes on the second and final reading. The motion passed unanimously, with all the members of the Board of Directors voting.

D15 Firearms & Weapons Policy

Staff presented a Firearms and Weapons Policy that was presented in February for the second and final reading. This policy is specific to District career employees and volunteers and upon the advice of the Attorney for the Fire District, the name of the policy needs to be changed to Firearms & Weapons Policy for Career Employees and Volunteers. It was moved and seconded (Mosher/Sanderson) to approve the D15 Firearms & Weapons Policy for Career Employees and Volunteers on the second and final reading. The motion passed unanimously, with all the members of the Board of Directors voting.

On the advice of the Attorney for the Fire District, he recommends changing the name of B3 Policy title to Prohibit Weapons on District Property by the Public. It was moved and seconded (Wehrkamp/Sanderson) to change the B3 policy subject name. The motion passed unanimously, with all the members of the Board of Directors voting.

V-3 - Volunteer Member and Recruit Conduct Policy Update

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. It was moved and seconded (Kasameyer/Wehrkamp) to approve the V-3 - Volunteer Member and Recruit Conduct Policy Update on the second and final

reading. The motion passed unanimously, with all the members of the Board of Directors voting.

CE4 - Career Employee Conduct Policy Update

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. It was moved and seconded (Kasameyer/Sanderson) to approve the CE4 - Career Employee Conduct Policy on the second and final reading. The motion passed unanimously, with all the members of the Board of Directors voting.

Stratmoor Hills Fire Rescue Sign

Dottie Barrett explained 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. It was moved and seconded (Kasameyer/Sanderson) to approve Veterans Creative Woodwork, LLC to create a new Fire Station sign for \$600.00. The motion passed unanimously, with all the members of the Board of Directors voting.

Fire Station Painting

Dottie Barrett explained that staff budgeted for the exterior of the Fire station to be painted this year. We had three (3) contractors come out and give quotes and explain the paint process, types of paint to use for concrete and cinder blocks etc. Staff presented the three (3) quotes for review and to 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. After a spirited discussion it was moved and seconded (Mosher/Wehrkamp) to accept the bid of High Performance Construction LLC not to exceed \$10,700.00 and the warranty information be written into the contract prior to signing. The motion passed unanimously, with all the members of the Board of Directors voting.

Copy Machine Agreement

Dottie Barrett informed the Board of Directors that the District is 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 has recommended the District upgrade to the Bizhub 287 for \$76.11/month. It was moved and seconded (Kasameyer/Sanderson) 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. The motion passed unanimously, with all the members of the Board of Directors voting.

Purchase of Fire Truck

Chief Bullard explained 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 provided email documents to the Board of Directors and is recommending that the Board approves 2-3 personnel (Tom Wehrkamp, Charle Sanderson and Chief Bullard) to go down for a site visit paid for by Brindlee Mountain Fire Apparatus, LLC. Upon approval at the site visit, Chief Bullard is also looking for approval to submit an offer of purchase. Discussion took place about possibly getting the Pump Test Certification and all maintenance records prior to the site visit so they can be reviewed and discussed. Further discussion took place regarding what Brindlee Mountain would do for the \$179,000.00 price regarding refurbishing of the truck, shipping etc. Chief Bullard will contact Mr. McCoy and get the details and pass it onto the Board members.

It was moved and seconded (Kasameyer/Mosher) 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. The motion passed unanimously, with all the members of the Board of Directors voting.

It was moved and seconded (Mosher/Sanderson) to approve offer of purchase after inspection and approval. The motion passed unanimously, with all the members of the Board of Directors voting.

Vehicle Insurance Valuations

After much discussion this matter is tabled for the April Board of Directors meeting.

VI. Financial Reports

It was moved and seconded (Wehrkamp/Kasameyer) to approve the financial reports as presented for the District for the month of February 2018, subject to audit. A February 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

This was cancelled by Chairperson Cooper

VIII. Other Business

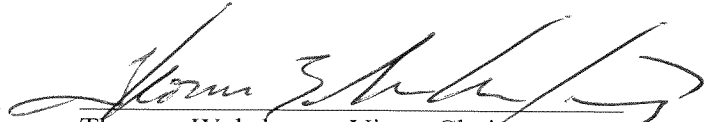
Vice-Chairperson Wehrkamp read a prepared statement for the record.

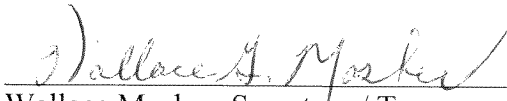
IX. Adjournment

It was noted that the next regularly scheduled Board of Directors meeting would be held at 3:00 p.m. on Wednesday, April 18, 2018, at 2160 B Street, Colorado Springs, CO 80906.

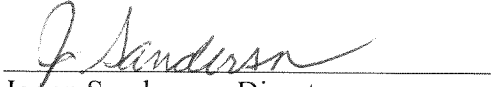
As there was no further business to come before the Board, the meeting was adjourned at 17:00 (Kasameyer/Wehrkamp)


Dianne Cooper, Chairperson


Thomas Wehrkamp, Vice - Chairperson


Wallace Mosher, Secretary / Treasurer


Gretchen Kasameyer, Director


Joann Sanderson, Director