

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 5:00 p.m. on August 15, 2018 at 2160 B Street, Colorado Springs, CO 80906. Board Members present: Dianne Cooper, Howard Swain, Gretchen Kasameyer, Joann Sanderson and Thomas Wehrkamp. District Personnel present: Darin Anstine; Fire Chief for the District, Dottie Barrett; Administrative Chief for the District.

Approval of Previous Board Meeting Minutes

It was moved and seconded (Kasameyer/Sanderson) to approve the Board meeting minutes for the July 25, 2018 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 Special Board meeting minutes of August 8, 2018 as submitted. The motion passed unanimously, with all the members of the Board of Directors voting.

Approval of Agenda

It was moved and seconded (Kasameyer/Wehrkamp) to approve the agenda. 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

- Annual Alarms by month
- July Calls per District
- Status reports
 - Apparatus - see attached informational sheet
 - Fire Chief notes – see attached information sheet
 - Training (responsibility assigned to – Driver McDaniels)
 - Chief Anstine and D/E McDaniels are working with CSFD to do some future training with confined space, water rescue and animal rescue.
 - Inspections (responsibility assigned to – Mark Stanwood)
 - Recruiting (responsibility assigned to – Karen Howard)
 - Gear (responsibility assigned to – Driver Bosch while Driver Erlandson is on leave)
 - EMS (responsibility assigned to Driver Moscoso)
- Chief Anstine thanked the Board members that were able to attend the Open House for attending and helping out where needed. Chairperson Cooper asked Chief Anstine to pass on the Board's thank you and inform those that attended and helped out that they did a great job and the Board truly appreciates all of their effort.

Administrative Officer Report – Informational Item (Barrett)

- Dottie informed the Board of Directors that D/E Erlandson has started a three (3) month short term disability leave effective August 1, 2018 to help her heal from her injury.
- Dottie informed the Board of Directors that D/E Aragon was supposed to return on August 20, 2018, however, while renewing his CPR on Thursday, August 9, 2018, he may have re-injured his arm. D/E Aragon will see his Workman's Compensation doctor on Thursday, August 16, 2018 and hopefully know more by then.

CSB Trans, LLC Contract Renewal

Dottie Barrett informed the Board that it is time to renew the annual contract with Sergey Korobchuk who owns the property of CSB Trans, LLC located at 2115 Janitell Rd. It was moved and seconded (Kasameyer/Wehrkamp) to approve the Fire Protection Contract with Sergey Korobchuck (CSB Trans, LLC) contract for the period of one (1) year at the cost of \$500.00. The motion passed unanimously, with all the members of the Board of Directors voting.

Driver/Engineer Job Description Update

At the July Board of Directors meeting Chief Anstine informed the Board that he and Dottie Barrett updated the Job Description with minor changes to help the Fire District attract a bigger pool of candidates for employment. Chief Anstine believes an employee coming in as an entry level position can be modeled into better employees if they start as entry level and work their way through the ranks. It was moved and seconded (Wehrkamp/Sanderson) to approve the Driver/Engineer Job Description Update upon second and final reading. The motion passed unanimously, with all the members of the Board of Directors voting.

Uniform Policy Update

At the July Board meeting Dottie Barrett informed the Board that she, Chief Anstine and Chairperson Cooper finished the Uniform Policy changes that were started by former Driver / Engineer Gates. There were some minor changes made to the update of the policy in July and staff is recommending the Board approve the policy on the second and final reading. It was moved and seconded (Wehrkamp/Sanderson) to approve the Uniform Policy update on the second and final reading. The motion passed unanimously, with all the members of the Board of Directors voting.

Policies CE-8, D-1, D-4 and D-14 Updates

Chief Anstine informed the Board at the July meeting that changes to the enclosed policies were made to remove the wording that involves NFPA (National Fire Protection Association) requirements. The NFPA is a "guideline" for the Fire Service but does not require Fire Department's to strictly obey the requirements. It was moved and seconded (Kasameyer/Wehrkamp) to approve the Policies CE-8, D-1, D-4 and D-14 Updates on the second and final reading. The motion passed unanimously, with all the members of the Board of Directors voting.

Miscellaneous purchases for the new Engine

Chief Anstine informed the Board several miscellaneous items will need to be purchased for the new Engine and he is requesting approval for the funds now. Chief Anstine included a memo of understanding that includes a description and cost of the items. Director Kasameyer inquired if there will be more items to be purchased later and Chief Anstine informed the Board that until the Engine arrives and staff puts all of 412's equipment on the truck, he cannot answer that question. It was moved and seconded (Kasameyer/Wehrkamp) to approve the funds to purchase miscellaneous items for the new Fire Engine not to exceed \$5,300.00. The motion passed unanimously, with all the members of the Board of Directors voting.

Financial Reports

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

Executive Session

It was moved and seconded (Kasameyer/Wehrkamp) to enter into executive session to discuss personnel matters pursuant to C.R.S. 24-6-402(4) (f) at 17:29.

Members of the public not participating in the executive session were asked to leave the room.

It was moved and seconded (Kasameyer/Wehrkamp) to exit from executive session to discuss personnel matters pursuant to C.R.S. 24-6-402(4) (f) at 17:35.

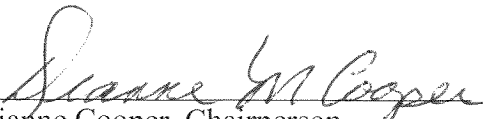
Other Business

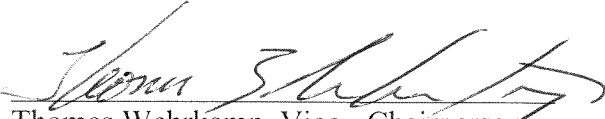
It was moved and seconded (Kasameyer/Wehrkamp) to change the job description of the Administrative Chief to report to the Fire Chief effective immediately. The motion passed unanimously, with all the members of the Board of Directors voting.


Adjournment


It was noted that the next regularly scheduled Board of Directors meeting would be held at 3:00 p.m. on Wednesday, September 19, 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 17:36 (Kasameyer/Wehrkamp)


Dianne Cooper, Chairperson


Thomas Wehrkamp, Vice - Chairperson


Gretchen Kasameyer, Secretary/Treasurer


Joann Sanderson, Director


Howard Swain, Director