

STRATMOOR HILLS FIRE PROTECTION DISTRICT

Board Meeting Agenda

October 17, 2018

3:00 p.m.

I. Approval of Previous Board Meeting Minutes

Regular Board Meeting Minutes for September 19, 2018 –

II. Approval of Agenda

III. Public Comment

IV. Unfinished Business:

V. New and Miscellaneous Business:

Fire Chief Report – *Informational Item (Anstine)*

- Annual Alarms by month
- September Calls per District
- Status reports
 - Apparatus - see attached informational sheet
 - Chiefs notes – see attached informational sheet
 - Training (responsibility assigned to – Driver McDaniels)
 - 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)

Administrative Officer Report – *Informational Item (Barrett)*

- Dottie Barrett will inform the Board of Directors that Total Roofing and the Insurance Company SDA have concluded the roof inspection and Total Roofing will be starting on November 4, 2018 with the new roof.

F-1 - **Appointment of Tara Bosch as a permanent full-time employee – *Action Item (Anstine)***

Tara Bosch was hired as a probationary full-time Diver/Engineer on August 1, 2018. Tara will complete her 3-month probationary period on November 1, 2018 and has met our requirements and expectations and is recommended for permanent full-time employment.

Recommended motion “... to approve Tara Bosch as a permanent full-time Driver/Engineer effective November 1, 2018”

F-2 – 2019 Budget – Action Item (Barrett / Anstine)

Colorado Statutes requires that the Budget Officer submit the proposed 2019 budget to the Board by October 15th. Two (2) budgets were delivered to the Board of Directors on Friday, October 12, 2018 – one (1) that has the current staffing levels of seven paid personnel and one (1) that adds a sixth (6) Driver/Engineer. Upon receipt of the proposed budget the Board must publish the “Notice of Budget” setting a date and time for public comment on the proposed budget.

Recommended motion “... to acknowledge receipt of the proposed 2019 budget. To set and publish a public hearing as required by Colorado Statute for November 14, 2018 at the Board of Directors meeting. To set the date of December 5, 2018 at 3:00 pm for the Board of Directors meeting to adopt the final budget....”

F-3 - 2019 Pay Schedule & Personal Time Off (PTO) – Informational Item (Anstine)

Chief Anstine will inform the Board of Directors that he has created a new pay schedule for 2019 and converted the PTO from shifts and days to hours. Chief will explain the process and answer any questions that may arise.

F-4 - CE–2 Career Employee Compensation Policy Update – Action Item (Anstine / Barrett)

Chief Anstine will inform the Board of Directors that staff has made changes to Sections 1, 3, 8, 9 and 10 to reflect the new pay period and schedule for the employees.

Recommended motion”to approve the CE-2 Career Employee Compensation Policy update on the first reading....”

F-5 - CE-3 Career General Employment Policy Update – Action Item (Anstine / Barrett)

Chief Anstine will inform the Board of Directors that staff has removed Section 6. Work Rules.

Recommended motion”to approve the CE-3 Career General Employment Policy update on the first reading....”

F-6 - V-10 Volunteer Member/Recruit Annual Stipend Policy Update – Action Item – (Anstine / Barrett)

Chief Anstine will inform the Board of Directors that he presented a new stipend policy to the volunteers who like it and are very excited about the policy change. Chief would like to Board to approve the policy change on the first reading.

Recommended motion”to approve the V-10 Volunteer Member/Recruit Annual Stipend Policy on the first reading....”

F-7 - D-6 Uniform Policy Update – Action Item – (Anstine / Barrett)

Chief Anstine will inform the Board of Directors that staff has changed Section 5.0 to reflect the changes made for new employee hiring and corrected the numbering to add Section 7

Recommended motion”to approve the D-6 Uniform Policy update on the first reading.....”

F-8 - D1 – Command Authority Policy Update – Action Item (Anstine / Barrett)

Chief Anstine will inform the Board of Directors that staff has added Volunteer Officer to Section 1.1 (i) and (ii)

Recommended motion”to approve the D1-Command Authority Policy update on the first reading....”

F-9 - V-1 Volunteer Membership Requirements – Action Item (Anstine / Barrett)

Chief Anstine will inform the Board of Directors that staff and changed Section 1, 1.2(b) to include Recruit members.

Recommended motion”to approve the V-1 Volunteer Membership Requirements Policy Update on the first reading....”

F-10 - 48/96 Schedule Change – Information Item (Anstine / Barrett)

At the September Budget meeting Chief Anstine informed the Board of Directors that staff has requested a change in the schedule. If the Board of Directors allows for a sixth (6th) Driver to be hired, then he would like to change the schedule of the Driver/Engineers. Chief Anstine has enclosed information regarding the schedule change.

F-11 - D4 Training and Testing Policy Update – Action Item (Anstine / Barrett)

Chief Anstine will inform the Board of Directors that staff has changed Section 4 and 5 to reflect the new Driver / Engineer schedule.

Recommended motion”to approve the D-4 Policy update on the first reading....”

F-12 - CE–1 Career Employee Working Conditions Policy Update – Action Item (Anstine / Barrett)

Chief Anstine will inform the Board of Directors that staff has made changes to Sections 1, 2 and 6 of this policy to reflect the new schedule he is working on for the Driver / Engineers.

Recommended motion”to approve the CE-1 Career Employee Working Conditions Policy update on the first reading.....”

VI. Financial Reports

VII. Executive Session

VIII. Other Business

IX. Adjournment