

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 September 19, 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/Wehrkamp) to approve the Board meeting minutes for the August 15, 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 (Wehrkamp/Kasameyer) 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
- August Calls per District
- Status reports
  - Apparatus - see attached informational sheet
  - Fire Chief notes – see attached information 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)
- Chief Anstine also reported that the Sheriff has the responsibility of the Fire Investigations in unincorporated El Paso County and he has informed several Fire Chiefs that he plans to contract with Colorado Springs Fire Department for Fire Investigators and have each Fire Department pay an annual fee. The fee is to be around \$70,000.00 which comes out to around \$3,888.00 per department. Chief Anstine's informed the Board that he is against this plan and will continue to take that stand.
- Chief Anstine informed the Board of Directors that the El Paso County Wildland team, which falls under the Sheriff of El Paso, is possibly

disbanding that team, sending the personnel to the county fire departments with the understanding that if there is a big wildland call, those personnel will be released to go help fight the fire. Chief Anstine will continue to update the Board of Directors as time goes on.

### **Administrative Officer Report – Informational Item (Barrett)**

- Dottie informed the Board of Directors that the MDA “Fill the Boot” campaign collections began Friday evening, August 31st continuing to Sunday early evening, September 2nd.  
Results - \$4,351.00 was raised by our energetic Volunteers.
- The Insurance Company (SDA) came out and reviewed the damage to the roof (replaced in early 2017) and has determined that due to the hail storms this year – the station needs a new roof. The Total Roofing representative has been out to the station quite a bit lately and will update staff when he and his crew plan to start working.
- CSFD Mutual Aide Agreement – per BC Bird it is still at legal.
- Chief Anstine, Dottie Barrett and Kathy Francis from SDA met yesterday to work on the Insurance renewal process. Kathy informed Chief and Dottie that the department’s Workman’s Compensation premium will increase in 2020 due to the medical claims that have been filed this year.

### **2019 Budget**

Dottie Barrett and Chief Anstine informed the Board of Directors that they are beginning to prepare the 2019 budget and State law requires staff to submit the proposed budget to the Board no later than October 15<sup>th</sup> but it does not require that it be submitted at a meeting. Staff will deliver the proposed budget to each Board member by October 12, 2018. At this time, the Board of Directors need to set the date and time for a Budget Workshop of Wednesday September 26, 2018 starting at 1:00 pm. It was moved and seconded (Kasameyer/Wehrkamp) to set the date and time for a Budget Workshop of Wednesday September 26, 2018 starting at 1:00 pm. for the 2019 Budget Workshop. The motion passed unanimously, with all the members of the Board of Directors voting.

### **Appointment of Juan Moscoso as a permanent full-time employee**

Chief Anstine informed the Board of Directors that Juan Moscoso was hired as a probationary full-time Diver/Engineer on June 16, 2018. Juan has completed his 3-month probationary period as of September 16, 2018 and has met our requirements and expectations and is recommended for permanent full-time employment. It was moved and seconded (Wehrkamp/Sanderson) to approve Juan Moscoso as a permanent full-time Driver/Engineer effective September 16, 2018. The motion passed unanimously, with all the members of the Board of Directors voting.

## **Station Projects**

Chief Anstine informed the Board of Directors that he believes the office for the Administrative Chief needs to be a secured area. There are private conversations she must have with staff regarding health care, benefits and wages just to name a few. These conversations should be conducted in private where others cannot hear. There are numerous documents that need better security and should be in a locked office space as well. The intention is to place two walls, two windows and a lockable door. When the Administrative Chief is at work the windows can be opened so there is visual and verbal contact available to the front door and TV/kitchen area. The majority of the work will be done "in house" by Board Member Tom Wehrkamp. The estimated cost is \$1,500.

Chief Anstine informed the Board of Directors that several individuals have expressed to him that the main floor of the fire station is outdated and unappealing. Staff wants to remove the paneling on the walls, fill in holes and damaged areas, re-texture and paint a neutral earth tone color. The work will be conducted with "in house" staff. Board member Tom Wehrkamp has agreed to assist us with this project. The estimated cost is \$1,500

## **Fire Apparatus Overview**

Chief Anstine informed the Board of Directors that he has compiled a comprehensive Apparatus review and replace program for their consideration. After much discussion regarding Brush Truck 440 it was moved and seconded (Wehrkamp/Sanderson) to approve Chief Anstine's suggestion on disposal of Brush Truck 440 via a sealed bid process. The motion passed unanimously, with all the members of the Board of Directors voting.

## **Capital Improvement Plan**

Chief Anstine informed the Board of Directors that he has compiled a draft Capital Improvement plan to identify current and future capital needs of the Stratmoor Hills Fire Protection District. The plan classifies Vehicles, Equipment, Improvements & Projects. Chief Anstine would like to discuss the document and solicit any input from the Board Members. After some discussion regarding the need for more storage space and utilizing the parking lot better, Chief Anstine informed the Board of Directors that he will finish this Capital Improvement Plan and more will be discussed at the Budget meeting.

## **Financial Reports**

An August register report was enclosed for the Board's review. It was moved and seconded (Wehrkamp/Kasameyer) to approve the financial reports as presented for the District for the month of August 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 16:18.

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 16:44.

## Other Business

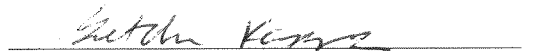
## Adjournment

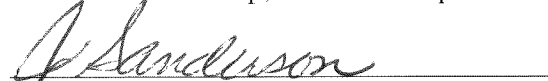
It was noted that the next regularly scheduled Board of Directors meeting would be held at 3:00 p.m. on Wednesday, October 17, 2018, at 2160 B Street, Colorado Springs, CO 80906.

As there was no further business to come before the Board, the meeting was adjourned at 16:45 (Wehrkamp/Kasameyer)

  
Dianne Cooper, Chairperson

  
Thomas Wehrkamp, Vice Chairperson

  
Gretchen Kasameyer, Secretary/Treasurer

  
Joann Sanderson, Director

  
Howard Swain, Director