

STRATMOOR HILLS FIRE PROTECTION DISTRICT

Board Meeting Agenda

December 5, 2018

3:00 p.m.

I. Approval of Previous Board Meeting Minutes

Regular Board Meeting Minutes for November 14, 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
- November 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 Chief Report – *Informational Item (Barrett)*

F-1 - **2019 Budget** – *Action Item (Barrett)*

Recommended motion "... to approve the enclosed **RESOLUTION TO ADOPT BUDGET, SET MILL LEVY, AND APPROPRIATE SUMS OF MONEY FOR THE STRATMOOR HILLS FIRE PROTECTION DISTRICT FOR THE YEAR BEGINNING JANUARY 1, 2019 AND ENDING DECEMBER 31, 2019.**

A public notice has been posted and published stating that the 2019 budget has been submitted to the Board and is available for public inspection. This notice also provided notification that a public hearing to consider the budget will be held during this meeting. The enclosed budget has been updated with revenues and expenditures through 11-30-2018 and includes minor modifications to incorporate the updated numbers and the latest information.

F-2 - V-10 Volunteer Member/Recruit Annual Stipend Policy Update – Action Item – (Anstine / Barrett)

Chief Anstine brought this policy change to the Board at the November meeting and is now requesting that the Board approve it on the second and final reading.

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

F-3 – Volunteer Stipend – Informational Item (Barrett)

The purpose of the stipend is to help defray various out-of-pocket expenses the volunteer may incur in their service to the department. (Ref enclosed SHFPD Policy V10 - Volunteer Annual Stipend). Per Policy, the maximum amount that is paid out to a volunteer is \$500.00. The Board of Directors received a spreadsheet for the total amounts to be given to the members.

F-4 - Board Policy A-1 Section 16.2 Update– Action Item – (Cooper)

Chairperson Cooper is requesting that the wording in the section of the policy be changed and updated.

Recommended motion”to approve the policy update on the second and final reading....”

F-5 - Board Policy A-1 Section 17.2 and 17.4 Update– Action Item – (Cooper)

Chairperson Cooper is requesting that the wording in this section be written to be more in line with how the process is currently worked.

Recommended motion”to approve the policy update on the second and final reading....”

F-6 - D 11 Residential Smoke Alarm Testing, Maintenance and Replacement Policy Update – Action Item – (Anstine)

Chief Anstine will inform the Board of Directors that the title of this document needs to change to be accurate of its content’s. Also, throughout the entire document smoke detector is referenced and smoke alarms are what are in homes. Section 5 needs to be changed the fire apparatus status changed to what is current.

Recommended motion”to change the D 11 Residential Smoke Alarm Testing, Maintenance and Replacement Policy update on the first reading....”

F-7 - B-6 Fire Code Enforcement Policy Update – Action Item – (Anstine)

Chief Anstine will inform the Board of Directors that there have been several changes to this policy:

B-6. 2.4 change the permit fee from \$25.00 to \$35.00.

The current FD software defaults to \$35.00 and it must be manually changed to \$25.00 each time a permit is requested. Upon reviewing area fire departments permit fees, \$35.00 is reasonable.

B-6 2.8

The 400 square feet is incorrect, that actual footage is 1,400 feet.

B-6 section 3, last paragraph

This paragraph needs to be re-written to be clear. The fire inspector can give the facility thirty (30) days to repair and/or replace the area or item in violation. Typically, two (2) weeks is given for most violations, some violations require immediate action or a shorter time than two (2) weeks other violations given thirty (30) days. There are special circumstances that we must give more time such as having to replace a hood suppression system or alarm panel. I have given up to a year for violations that incur a high expense and construction.

Recommended motion”to approve the B-6 Fire Code Enforcement Policy Update on the first reading....

F-8 – CE-2 Career Employee Compensation Policy Update – Action Item (Anstine / Barrett)

Chief Anstine presented this policy update to the Board of Directors at the October and November meetings where several corrections and amendments were made – there have since been more changes made and staff is now requesting the policy update to be approved on the third and final reading.

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

F-9 – Lettering of trucks and station – Action Item – (Anstine)

Chief Anstine will inform that Board of Directors that staff has received three estimates to; re-letter the bay doors, add signage on the sides of engine 410, and add a sign across the front of the building. The bay doors were lettered in the past and when the building and bay doors were painted the lettering had to be removed. This estimate is to replace the lettering. Engine 414, like old engine 412, has “STRATMOOR HILLS FIRE / RESCUE” on the upper sides of the engine. To keep our engines looking similar we would like to add the same lettering to engine 410. The front of the fire station looks blank and with a new sign across the front we believe this would enhance the appearance of the station and clearly identify us as a fire station. The estimated cost per project are:

Bay doors, \$599.37, Engine 410 lettering \$1,091.50, fire station sign, \$252.62.

Recommended motion”to approve the lettering and signs for the apparatus and fire station not to exceed a total amount of \$4,500.....”

F-10 - Approved purchases between Board Meetings – Action Item – (Barrett)

On Thursday, November 29, 2018 staff discovered that there was mold growing on the front-end loader washer rim and drum. After removing the front door, it was discovered there was more mold than possible to remove safely and effectively. Staff found a side by side washer and dryer at Lowes on sale and received permission from Cooper, Sanderson and Wehrkamp to purchase the set.

Recommended motion”to approve the purchase set of Whirlpool Washer and Dryer not to exceed the cost of \$1,328.11....”

VI. Financial Reports

VII. Executive Session

VIII. Other Business

X. Adjournment