

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 3:05 p.m. on December 5, 2018 at 2160 B Street, Colorado Springs, CO 80906. Board Members present: Dianne Cooper, Howard Swain, Gretchen Kasameyer, Thomas Wehrkamp and Joann Sanderson. District Personnel present: Darin Anstine; Fire Chief, Dottie Barrett; Administrative Chief.

Approval of Previous Board Meeting Minutes

It was moved and seconded (Wehrkamp/Swain) to approve the Board meeting minutes for November 14, 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/Sanderson) 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
- October 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) Chief informed the Board of Directors that in May when he came onboard the department had 11 volunteers – to date the department has 32 volunteers. Karen has done a phenomenal job these past few months and already has a plan for bringing on more recruits next year.
 - Gear (responsibility assigned to – Driver Bosch while Driver Erlandson is on leave)
 - EMS (responsibility assigned to Driver Moscoso)

- Chief Anstine reported to the Board of Directors that Colorado Springs Fire Department is giving away several sets of TNT Rescue tools. The tools were manufactured by TNT Rescue and are 10 plus years old. All equipment is functioning as per original manufacturer

specifications. Chief Anstine was the first Fire Chief to respond to the email and as a result, the department is getting a complete set of extrication equipment includes the following tools:

- 1 Powerhead (Model # ATT 6.5 and ATT 5.5)
- 1 Hydraulic Spreader (Model # S28 and S24)
- 1 Hydraulic Cutter (Model # C25 Cobra and C20)
- 1 Hydraulic Combi-Tool (Model # C20)
- 1 Hydraulic Ram (Model # R20 and R30)
- 3 Hydraulic Hoses, 30' in length

Administrative Officer Report – Informational Item (Barrett)

Chairperson Cooper asked about the status of the replacement of the station roof, which was damaged in the August hail storm. Chief Barrett responded that material and adhesive inspection and test had been done and the results have been given to SDA and we are waiting for their decision.

2019 Budget

Chief Barrett recommended that the Board approve the resolution to adopt the budget, set the 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. It was moved and seconded (Wehrkamp/Swain) to approve proposed 2019 budget for the District as presented. A copy of the 2019 budget is attached to these minutes and made a part hereof. The motion passed unanimously with all the members of the Board of Directors voting.

V-10 Volunteer Member/Recruit Annual Stipend Policy Update

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. It was moved and seconded (Sanderson/Wehrkamp) to approve the V-10 Volunteer Member/Recruit Annual Stipend Policy on the second and final reading. The motion passed unanimously with all the members of the Board of Directors voting. This version of the policy will become effective January 1, 2019.

Volunteer Stipend

Chief Barrett informed the Board of Directors that the purpose of the stipend is to help defray various out-of-pocket expenses the volunteer may incur in their service to the department. 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. (Ref enclosed SHFPD Policy V10 - Volunteer Annual Stipend – this version of the policy is effective through December 31, 2018)

Board Policy A-1 Section 16.2 Update

Chairperson Cooper presented this policy update at the November Board meeting and is requesting approval on the second and final reading. It was moved and seconded (Kasameyer/Wehrkamp) to approve the policy update on the second and final reading. The motion passed unanimously with all the members of the Board of Directors voting.

Board Policy A-1 Section 17.2 and 17.4 Update

Chairperson Cooper presented this policy update at the November Board meeting and is requesting approval on the second and final reading. It was moved and seconded (Kasameyer/Wehrkamp) to approve the policy update on the second and final reading. The motion passed unanimously with all the members of the Board of Directors voting.

D-11 Residential Smoke Detector Testing, Maintenance and Replacement Policy Update

Chief Anstine informed the Board of Directors that the title of this document needs to change to read **Residential Smoke Alarm Testing, Maintenance and Replacement Policy**. Also, throughout the entire document, where smoke detector is referenced it should be smoke alarm because smoke alarms are what are used in homes.

Section 5 needs to be changed to reference correct apparatus. It was moved and seconded (Sanderson/Kasameyer) to change the D 11 Residential Smoke Alarm Testing, Maintenance and Replacement Policy update on the first reading. The motion passed unanimously with all the members of the Board of Directors voting.

B-6 Fire Code Enforcement Policy Update

Chief Anstine informed the Board of Directors that there are several changes recommended to for 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. It was moved and seconded (Sanderson/Wehrkamp) to approve the B-6 Fire Code Enforcement Policy

Update on the first reading. The motion passed unanimously with all the members of the Board of Directors voting.

CE-2 Career Employee Compensation Policy Update

Chief Anstine presented this policy update to the Board of Directors at the October and November meetings where several corrections and amendments were made. He informed the Directors that there have been more changes made and staff is now requesting the policy update to be approved on the third and final reading. Director Kasameyer inquired about Section 2.3 Base Salary for new employees and Chairperson Cooper informed the Directors that Chief Anstine is working on this and will return this policy to the Board in January for those changes. There was a spelling error correction that needs to be made. Chairperson Cooper requested that, since there had been many major changes to this policy, the Directors and Chiefs Anstine and Barrett review it thoroughly and bring any concerns to the Board meeting in January. It was moved and seconded (Wehrkamp/ Swain) to approve the CE-2 Career Employee Compensation Policy update with amendments on the third and final reading. The motion passed unanimously with all the members of the Board of Directors voting.

Lettering of trucks and station

Chief Anstine informed the Directors that staff has received estimates to

- re-letter the bay doors -- The bay doors were lettered with the apparatus designator in the past, however when the building and bay doors were painted, the lettering had to be removed. The quoted cost is \$599.37
- add signage on the upper sides of engine 410 - "STRATMOOR HILLS FIRE / RESCUE" to match the lettering on Engine 414. The quoted cost is \$1,091.50.
- add a sign across the front of the building – clearly identifying the fire station. The quoted cost is \$2,205.62.

It was moved and seconded (Wehrkamp/Kasameyer) to approve the lettering and signs for the apparatus and fire station not to exceed a total amount of \$4,500. The motion passed unanimously with all the members of the Board of Directors voting.

Approved purchases between Board Meetings

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 could be removed safely and effectively. Staff found a side by side washer and dryer set on sale at Lowes and received permission from Cooper, Sanderson and Wehrkamp to purchase the set. Discussion regarding the washer being a front loader versus a top loader took place and Chief Barrett informed the Board that staff purchased a top-loader washer and there will be a note put on the lid to inform all personnel that the lid needs to stay open when not in use. Chief Anstine informed the Board that, after some drainage problems have been corrected, the units will be hooked up. Director Sanderson informed those present that "the washer has wet towels in it now" and Chief stated he would investigate the matter and get back to the Board. It was moved and seconded (Wehrkamp/Sanderson) to approve the purchase of the set of Whirlpool Washer and

Dryer not to exceed the cost of \$1,328.11. The motion passed unanimously with all the members of the Board of Directors voting.

Financial Reports

A November 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 November 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.

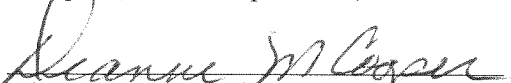
Executive Session

Other Business

Adjournment

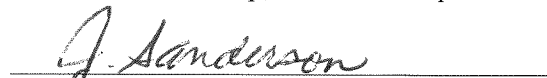
It was noted that the next regularly scheduled Board of Directors meeting would be held at 3:00 p.m. on Wednesday, January 16, 2019, at 2160 B Street, Colorado Springs, CO 80906.


As there was no further business to come before the Board, the meeting was adjourned at 4:12pm (Wehrkamp/Swain)


Dianne Cooper, Chairperson


Thomas Wehrkamp, Vice - Chairperson


Gretchen Kasameyer, Secretary/Treasurer


Joann Sanderson, Director


Howard Swain, Director