

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 July 25, 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. Audience members were Robert Mathews.

**Approval of Previous Board Meeting Minutes**

It was moved and seconded (Kasameyer/Sanderson) to approve the Board meeting minutes for the June 25, 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 amended 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
- June 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 Erlandson)
  - EMS (responsibility assigned to Driver Moscoso)
  
- Chairperson Cooper handed out a printout of an email thread with Nate Whitney, Attorney for the Fire District concerning emails from the Fire Chief to the Board of Directors regarding the weekly “Fire Chief notes”. These are strictly informational items and Mr. Whitney suggested that the notes also be published at the three (3) official posting sites for all in the Fire District to see and read.
- Chief Anstine informed the Board of Directors that he wrote a letter of support to the Fountain City Manager, Scott Trainor, in regard to a proposed connection of Venetucci Boulevard, north from South Academy Blvd. past Sam’s and Walmart, down the hill, intersecting B Street at the traffic light at the Fire Station. The original plan was to build a “round-a-bout” at the intersection of B Street and Venetucci Blvd

and continue Venetucci Blvd south (up the hill) past Sam's and Walmart to South Academy Blvd from there. Mr. Trainor asked Chief about an intersection outside the station allowing Fire crews to respond to calls faster at Sam's Club, Walmart, Pikes Peak Community College and on I-25. The City of Fountain stated that they will put in a new traffic light system at that intersection in front of the fire station to give Fire Department staff the ability to control the traffic lights when responding to calls.

- Chief Anstine informed the Board of Directors that he and D/E Moscoso met with the Department's physician advisor (Dr. Donahue) and his assistant (Jason Schallenberg) on July 25, 2018 to discuss the Fire District's EMS Protocols. Dr. Donahue informed Chief Anstine that former Fire Chief Dan Clark had told him that Stratmoor Hills Fire Department would be leaving the Emergency Services Agency (ESA) and contracting with Security FD for ambulance services. This subject was never brought to the Board of Directors and this was the first-time staff was informed of then-Chief Clark's decision. When then-Chief Clark was terminated for cause, Dr. Donahue stated they would put this decision on hold until the new Fire Chief came in and they would review that decision with the new Fire Chief. Chief Anstine informed the Board that the decision to leave the Emergency Services Agency (ESA), would be catastrophic for the Fire District and he informed Dr. Donahue that the Fire District would not be going in that direction and would be staying with the ESA.

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

Dottie informed the Board of Directors that Eads Fire Department picked up the old gear on Tuesday, July 10, 2018 and they are very grateful. Chief Votruba informed us that they have several new volunteers that he couldn't outfit until we gave him all of that gear.

#### **Fire Truck Replacement**

Chief Anstine informed the Board of Directors that he has found a fire truck that is the "sister" to the demo fire engine that SHFD staff and volunteers and the SHFPD Board of Directors got to inspect on Thursday, June 28<sup>th</sup>. Chief spoke with staff and volunteer members and they agreed that what was needed was more compartment space vs the bigger water tank on the engine they inspected. Chief submitted a proposal for the Fire Engine purchase with different possible financing options and stated that he and Dottie will call around for other financing options, as well. Chief discussed the warranties that come with the truck and since the company is located in Englewood, Colorado, if we ever need a representative to come to the station, they are in state and close by. Director Sanderson inquired about the cost of painting and striping the truck. Staff informed the Board that we can send the truck pictures to Lorin at Elite Auto Salon for a quote, however, it shouldn't cost more than \$2,000.00 for the logos and striping. It was moved and seconded (Kasameyer/Howard) to authorize Chief Anstine to spend no more than \$345,000.00 for the purchase of a Fire Engine and submit a letter of intent to the seller for that purchase. Chief will investigate methods of financing and request the Board Chairperson to call a Special Meeting of the Board of Directors to decide on financing. The motion passed unanimously, with all the members of the Board of Directors voting.

## **CE 2 – Career Employee Compensation Policy Update**

Dottie Barrett informed the Board of Directors at the June Board meeting that staff has added to Section 9.1 regarding the employee's anniversary date in regard to vacation accrual due to some confusion that recently came up. Chairperson Cooper recommended an amendment to the sentence. It was moved and seconded (Wehrkamp/Sanderson) to approve the amended CE-2 Career Employee Compensation Policy update upon the second and final reading. The motion passed unanimously, with all the members of the Board of Directors voting

## **Driver/Engineer Job Description Update**

Chief Anstine and Dottie Barrett informed the Board of Directors that they have updated the Driver/Engineer Job Description with minor changes to help the Fire District attract a larger pool of candidates for an open Driver/Engineer position. It was moved and seconded (Kasameyer/Sanderson) to approve the Driver/Engineer Job Description Update upon first reading. The motion passed unanimously, with all the members of the Board of Directors voting.

## **Uniform Policy Update**

Dottie Barrett informed the Board that she, Chief Anstine, and Chairperson Cooper have finished the Uniform Policy changes that were started by former Driver / Engineer Gates. Chairperson Cooper found a few typo errors and suggested a small section to be removed and staff agreed with the changes. It was moved and seconded (Wehrkamp/Sanderson) to approve the amended Uniform Policy update on the first 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 and Dottie Barrett recommend changes to the enclosed policies to remove the wording that involves NFPA (National Fire Protection Association) requirements/references. Chief Anstine explained that NFPA has created codes and standards that are guidelines for the Fire Service. Referencing portions of those NFPA codes in the District policies, could put the District in the position of adhering to all of the specific NFPA Code cited in policy. It was moved and seconded (Kasameyer/Wehrkamp) to approve the updates to Policies CE-8, D-1, D-4 and D-14 Updates on the first reading. The motion passed unanimously, with all the members of the Board of Directors voting.

## **Financial Reports**

It was moved and seconded (Wehrkamp/Howard) to approve the financial reports as presented for the District for the month of June 2018, subject to audit. A June register report was enclosed for the Board's review. 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/Sanderson) to enter into executive session to discuss personnel matters pursuant to C.R.S. 24-6-402(4) (f) at 16:44.

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

It was moved and seconded (Kasameyer/Sanderson) to exit from executive session to discuss personnel matters pursuant to C.R.S. 24-6-402(4) (f) at 17:00.

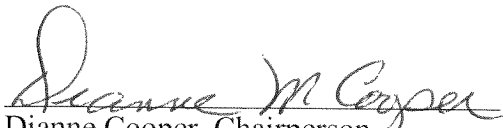
## Other Business

- Dottie Barrett informed the Board of Directors that volunteer Tara Bosch has been hired to replace former Driver/Engineer Mike Gates. Tara and two (2) other SHVFD volunteers applied for the position and it was very tough to decide whom to hire. Tara starts her shifts as a career employee on August 1, 2018.
- Dottie Barrett informed the Board of Directors that she and Chief Anstine met with CSFD Battalion Chief Kevin Bird on July 24, 2018 to discuss the Mutual Aid Agreement with Colorado Springs Fire Department and decided to leave it as is with no changes. BC Bird will take the M/A Agreement back to the CSFD Legal Department and, hopefully, staff should have it no later than the September Board meeting.
- Director Sanderson inquired about former Interim Fire Chief Jerame Bullard's resignation from the Fire District. Director Sanderson stated she was told by a neighbor. Chief Anstine informed the Board that he received a phone call from Mr. Bullard and that he had asked Mr. Bullard to take some time off and consider it before officially resigning and Mr. Bullard agreed to do that. Mr. Bullard turned in his gear on a weekend shift a couple of weeks later. Mr. Bullard has not given final written and/or verbal notice of his resignation to either Chief Anstine or Admin Chief Barrett.

## Adjournment

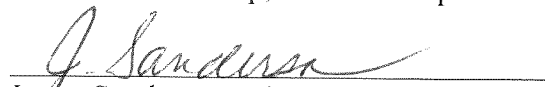
It was noted that the next regularly scheduled Board of Directors meeting would be held at 3:00 p.m. on Wednesday, August 15, 2018, at 2160 B Street, Colorado Springs, CO 80906.

As there was no further business to come before the Board, the meeting was adjourned at 17:15 (Wehrkamp/Sanderson)

  
Dianne Cooper, Chairperson

  
Thomas Wehrkamp, Vice - Chairperson

  
Gretchen Kasameyer, Secretary / Treasurer

  
Joann Sanderson, Director

  
Howard Swain, Director