

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 5:00 p.m. on October 17, 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, Dottie Barrett; Administrative Chief, Karen Howard; Recruit Coordinator and Juan Moscoso and Tara Bosch; Driver/Engineers.

**Approval of Previous Board Meeting Minutes**

It was moved and seconded (Kasameyer/Wehrkamp) to approve the Board meeting minutes for the September 19, 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
- September Calls per District
- Status reports
  - Apparatus - see attached informational sheet
  - Fire Chief notes – see attached information sheet
    - Chief updated the Board of Directors that Ellicott Fire Protection District had the highest bid of \$1,900.00 for the purchase of Brush Truck 440.
    - Chief reported that 750 feet of 2.5” hose and 800 feet of 5” hose was given to the Stratmoor Hills Water Department. This hose was old and failed the latest hose testing.
    - The dates for completion on the Task List will be updated.
    - The Fountain City Manager, Scott Trainor has requested to meet Chief on Friday, October 19, 2018 to discuss constructing Venetucci Blvd from Sam’s Club to B Street. Mr. Trainor informed Chief that the individual that owns the property across from the Fire Station has raised the price of the land so high that the City of Fountain has decided to not purchase the land and continue with the previous plan of

connecting to B Street such that traffic will only have “right” turn lanes at B Street thus forcing traffic to S. Hwy 85/87.

- Chief Anstine informed the Directors that The Independent Newspaper released two (2) articles today about problems with Fountains Police Department and he is named in one of the Articles as well as Stratmoor Hills Fire Department. Neither the department nor Chief Anstine are reported in a negative way, however, he wanted the Directors to be aware of the articles.
  - 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 informed the Directors that Total Roofing and the Insurance Company (SDA) have concluded the roof inspection and Total Roofing will start on November 4, 2018 putting a new roof on the station.

### **Appointment of Tara Bosch as a permanent full-time employee**

Chief Anstine informed the Directors that 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. It was moved and seconded (Kasameyer/Sanderson) to approve Tara Bosch as a permanent full-time Driver/Engineer effective November 1, 2018. The motion passed unanimously, with all the members of the Board of Directors voting.

### **2019 Budget**

Staff delivered two (2) budgets 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. Colorado Statutes require that the Budget Officer submit the proposed 2019 budget to the Board by October 15<sup>th</sup>. 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. It was moved and seconded (Kasameyer/Wehrkamp) to acknowledge receipt of the proposed 2019 budget(s). 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. The motion passed unanimously, with all the members of the Board of Directors voting.

## **2019 Pay Schedule & Personal Time Off (PTO)**

Chief Anstine informed the Directors that he has (1) created a new pay schedule for 2019 and (2) converted the PTO (personal time off -- which is comprised of vacation shifts and personal days) from shifts and days to hours. Chief explained the process for both programs and the Board of Directors were given examples of how the current paid time off was converted from “shifts” to “hours” and answered several questions. Chief Anstine also presented a calendar exhibit of how the pay schedule will work. Director Sanderson inquired as to who will be doing payroll if Dottie decides to take a 2-week vacation and Chief Anstine stated he would be schooled in that process prior to her leaving. Since this was an informational item only, there was no action taken by the Board of Directors.

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

Chief Anstine informed the Directors that staff has made changes to Sections 1, 3, 8, 9 and 10 of this policy to reflect the new pay period and PTO (personal time off) calculations. There were several corrections that needed to be made and after discussion it was moved and seconded (Wehrkamp/Kasameyer) to approve the CE-2 Career Employee Compensation Policy update on the first reading as amended. The motion passed unanimously, with all the members of the Board of Directors voting.

## **CE-3 Career General Employment Policy Update**

Chief Anstine informed the Directors that staff has removed Section 6. Work Rules. It was moved and seconded (Wehrkamp/Sanderson) to approve the CE-3 Career General Employment Policy update on the first reading. 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 informed the Board of Directors that he has decided to table this agenda item for now.

## **D-6 Uniform Policy Update**

Chief Anstine informed the Board of Directors that staff has changed Section 5.0 to reflect how uniforms paid for by the District are distributed to new Volunteer members and newly hired Employees who are required to wear a uniform. The numbering of Sections was corrected, and Section 7 was added. Chairperson Cooper informed staff that the heading on the policy was incorrect with the alignment of the other policies. It was moved and seconded (Kasameyer/Wehrkamp) to approve the D-6 Uniform Policy update on the first reading as amended. The motion passed unanimously, with all the members of the Board of Directors voting.

## **D1 – Command Authority Policy Update**

Chief Anstine informed the Board of Directors that staff has added Volunteer Officer to Section 1.1 (i) and (ii) to allow for Volunteer officers other than Assistant Volunteer Chief. It was moved and seconded (Kasameyer/Wehrkamp) to approve the D1-Command Authority Policy update on the first reading. The motion passed unanimously, with all the members of the Board of Directors voting.

## **V-1 Volunteer Membership Requirements**

Chief Anstine informed the Board of Directors that staff changed Section 1, 1.2(b) to include Recruit members and Section 3, 3.2(b) to include Volunteer Officers for absentee notification. It was moved and seconded (Kasameyer/Wehrkamp) to approve the V-1 Volunteer Membership Requirements Policy Update on the first reading. The motion passed unanimously, with all the members of the Board of Directors voting.

## **48/96 Schedule Change**

At the September Budget workshop Chief Anstine informed the Board of Directors that staff has requested a change in their work schedule. If the Board of Directors allows for a sixth (6<sup>th</sup>) Driver to be hired, then he would like to change the work schedule of the Driver/Engineers. Chief Anstine enclosed information regarding the schedule change and answered questions pertaining to the schedule change. Since this was an informational item, there was no action taken by the Board of Directors.

## **D4 Training and Testing Policy Update**

Chief Anstine informed the Board of Directors that staff has removed Section 4 (titled: Missing Training), renumbered Section 5 to Section 4 and added a new Section 5 (titled: Shift Employees and Thursday Evening Training). This change is contingent upon the Board of Directors approving the budget that allows for a sixth (6) Driver to be hired and the Directors approving the hiring of that driver. It was moved and seconded (Kasameyer/Wehrkamp) to approve the D-4 Policy update on the first reading contingent on the Board of Directors approving the hiring of a sixth (6) Driver. The motion passed unanimously, with all the members of the Board of Directors voting.

## **CE–1 Career Employee Working Conditions Policy Update**

Chief Anstine informed 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. This change is contingent upon the Board of Directors approving the budget that allows for a sixth (6) Driver to be hired and the Directors approving the hiring of that driver. It was moved and seconded (Kasameyer/Wehrkamp) to approve the CE-1 Career Employee Working Conditions Policy update on the first reading contingent on hiring a sixth (6) Driver. The motion passed unanimously, with all the members of the Board of Directors voting.

## Financial Reports

A September register report and year-to-date Miscellaneous Income 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 September 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.

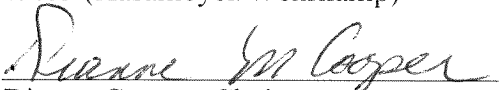
## Executive Session

## 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, November 14, 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 19:03 (Kasameyer/Wehrkamp)

  
Dianne Cooper, Chairperson

  
Thomas Wehrkamp, Vice - Chairperson

  
Gretchen Kasameyer, Secretary/Treasurer

  
Joann Sanderson, Director

  
Howard Swain, Director