

# STRATMOOR HILLS FIRE PROTECTION DISTRICT

## Board Meeting Agenda

February 20, 2019

3:00 p.m.

### I. Approval of Previous Board Meeting Minutes

January 16, 2019 –

### 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
- January Calls per District
- Status reports
  - Chiefs notes – see attached informational sheet
  - Apparatus - (responsibility assigned to – Driver Aragon)
  - 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 is requesting the following days for vacation: May 28, 2019 thru June 3, 2019.
- Chief Anstine handed out a Question and Answer paper to the Board of Directors regarding Wildland Deployments for future discussion.

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

- Chief Barrett will inform the Board that on Saturday, February 9, 2019 Trent with Air Concepts Heating and Cooling, Inc and his crew installed the two (2) new HVAC units on the roof. Trent informed Chief Barrett that the new units went on the existing pad and didn't require any additional roofing repairs.
- Keith Kidd with Five Star Automation, Inc and his crew came out to go over the cables for the tower and radio system on Thursday, February 14, 2019. Keith and Dustin with Total Roofing, Inc are working with the SDA to complete the roof installation.

**F-1 – CE-1 Career Employee Working Conditions Policy Update – Action Item**  
(Anstine / Barrett)

Chief Anstine will inform the Board of Directors that all the Workers' Compensation information into has been combined into Section 4 of this policy and it has been approved by the Attorney for the Fire District.

Recommended motion” ....to approve the CE1 Career Employee Working Conditions Policy Update on the first reading...”

**F-2 – CE-3 Career General Employment Policy Update – Action Item** (Anstine/Barrett)

Chief Anstine informed the Board of Directors at the January 2019 Board Meeting that with the consolidation of all Workers' Compensation information into Policy CE-1, it was necessary to remove it from this policy.

Recommended motion” ....to approve to approve CE3 Career General Employment Policy Update on the second and final reading....”

**F-3 – CE-2 Career Employee Compensation Policy Update – Action Item**  
(Anstine/Barrett)

At the December 2018 Board meeting, Director Kasameyer requested that Chief Anstine update and correct the “Base Salary” section 2.3 of this policy. Chief Anstine has updated the Base Salary section 2.3 and is requesting the Board approve the policy on the second and final reading.

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

**F-4 – D-6 Uniform Policy Update – Action Item – (Anstine/Barrett)**

Chief Anstine will inform the Board of Directors that he has added the last sentence in Section 7 and Section 1 that gives the definition of the Uniform classifications.

Recommended motion” ....to approve the D-6 Uniform Policy Update on the second and final reading....”

**F-5 A-1 Board Policy Update – Action Item (Cooper)**

Director Cooper is recommending that a sub-section be added to Policy A-1 Section 9 establishing the basic reports that will be presented at each monthly Board of Directors meeting.

Recommended motion” ...to approve the A-1 Board Policy Section 9 update on the second and final reading....”

**F-6 - Annual Contract Renewal – Action Item (Barrett)**

Chief Barrett will inform the Board of Directors that it is time to renew our annual contract with Rocky Top Resources with the updated coverage charges due for 2019. Mr. Fred Martin has already signed a copy of the contract and submitted his payment of \$1,567.99.

Recommended motion” ....to approve the Rocky Top Resources Annual Contract Renewal and allow Chairperson Cooper and Secretary/Treasurer Kasameyer to sign the contract.....”

**F-7 – Five Star Automation, Inc LED Lights Upgrade Proposal – Action Item – (Anstine / Barrett)**

Chief Anstine and Chief Barrett will inform the Board of Directors that they requested a quote from Keith Kidd, with Five Star Automation, Inc and his electrician Tommy for replacing the florescent lighting inside of the station with LED upgrade. Chief Barrett has contacted Colorado Springs Utilities about their rebate program and the Fire District could potentially be reimbursed up to 50% for installing the LED lights upon the completion of install.

Recommended motion” ....to accept Five Star Automation, Inc LED light upgrade proposal for the amount of \$16,761.00....”

**F-8 - Four (4) additional Federal Holidays – Action Item – (Director Sanderson)**

Director Sanderson requested Chief Anstine to calculate the cost to the payroll liabilities for additional days to the holiday schedule. Chief Anstine included a copy of that summary for each Board member to consider Director Sanderson’s request.

Recommended motion” ...to approve the updated Holiday schedule per Director Sanderson request....”

**F-9 - Workers’ Compensation and the Board of Directors Roles – Action Item (Anstine)**

Chief Anstine will discuss with the Board of Directors the options available for the roles of the Board of Directors under Workers’ Compensation Policy. Chief Anstine provided a memo for the Board with four (4) options and will discuss those options with the Board of Directors.

Recommended motion” ....to approve option \_\_\_\_\_ as provided by Chief Anstine in his memorandum.....

**F-10- 2018 Amended Budget – Action Item (Barrett)**

Chief Barrett will inform the Board of Directors that per Tom Sistare the Fire District was over budget and as a result an Amended 2018 Budget must be submitted. Tom is recommending the Board approve this resolution prior to the final submittal of the Audit to the state. The amendments to the 2018 budget are necessary due to the unbudgeted income from Insurance proceeds that were not all expended in the year of 2018 for the roof and the insurance payout of a Fire Truck that was damaged the previous year and unbudgeted expense purchase of a new Fire Truck that was leased and no money was put down as a down payment. Please see enclosure for a copy of the proposed 2018 amended budget.

Recommended motion "... to approve the enclosed RESOLUTION TO ADOPT THE AMENDED 2018 BUDGET AND APPROPRIATE SUMS OF MONEY FOR THE STRATMOOR HILLS FIRE PROTECTION DISTRICT FOR THE YEAR BEGINNING JANUARY 1, 2018 AND ENDING DECEMBER 31, 2018.

**VI. Financial Reports**

**VII. Executive Session**

**VIII. Other Business**

**IX. Adjournment**