

**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 February 20, 2019 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/Sanderson) to approve the Board meeting minutes for January 16, 2019 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
- January Calls per District
 - Chief Anstine presented a one (1) page report to the Board of Directors for their approval to consolidate the reports to one (1) page. Chairperson Cooper requested that staff continue to include the Yearly by Month alarm report that gives more incident detail.
- 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 requested the following days for vacation: May 28, 2019 thru June 3, 2019.
- Chief Anstine is considering wildland deployments for the department. In anticipation of the request to the Board of Directors, he handed out a Question and

Answer paper to the Directors regarding Wildland Deployments for discussion in the March 2019 BOD meeting.

Administrative Chief Report

- Chief Barrett informed 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.
- Chief Barrett informed the Board that 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 continuing to work with the new SDA adjuster to complete the roof installation. The claim has been adjusted to \$178,000 of which the District has currently received \$108,000. The materials are currently on hand at Total Roofing.

CE-1 Career Employee Working Conditions Policy Update

Chief Anstine informed 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. It was moved and seconded (Wehrkamp/Sanderson) to approve the CE1 Career Employee Working Conditions Policy Update on the first reading. 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 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. It was moved and seconded (Wehrkamp/Sanderson) to approve to approve CE3 Career General Employment Policy Update on the second and final reading. The motion passed unanimously, with all the members of the Board of Directors voting.

CE-2 Career Employee Compensation Policy Update

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. It was moved and seconded (Sanderson/Wehrkamp) to approve the CE-2 Career Employee Compensation Policy Update on the second and final reading. The motion passed unanimously, with all the members of the Board of Directors voting.

D-6 Uniform Policy Update – Action Item

Chief Anstine informed 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. It was moved and seconded (Kasameyer/Swain) to approve the D-6 Uniform Policy Update on the second and final reading. The motion passed unanimously, with all the members of the Board of Directors voting.

A-1 Board Policy Update

Director Cooper recommended at the January 2019 Board meeting 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. It was moved and seconded (Kasameyer/Wehrkamp) to approve the A-1 Board Policy Section 9 update on the second and final reading.

Annual Contract Renewal

Chief Barrett informed 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. Chief Anstine reviewed the contract and informed the Board he has no concerns about the coverage and agrees this property should remain under contract. It was moved and seconded (Wehrkamp/Sanderson) to approve the Rocky Top Resources Annual Contract Renewal and allow Chairperson Cooper and Secretary/Treasurer Kasameyer to sign the contract. The motion passed unanimously, with all the members of the Board of Directors voting.

Five Star Automation, Inc LED Lights Upgrade Proposal

Chief Anstine and Chief Barrett informed 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. The Board of Directors and both Chief's feel that adding these lights will help reduce the utility bill and update the building. It was moved and seconded (Wehrkamp/Kasameyer) to accept Five Star Automation, Inc LED light upgrade proposal for \$16,761.00. The motion passed unanimously, with all the members of the Board of Directors voting.

Four (4) additional Federal Holidays

Director Sanderson is requesting that the Administrative staff be allowed to have all ten (10) of the Federal holidays off as opposed to the six (6) that is currently allowed. Director Sanderson requested Chief Anstine calculate the cost to the payroll liabilities for additional days to the holiday schedule and Chief Anstine included a copy of that summary for each Board member to consider. After

discussion regarding the schedule and cost associated with this matter, it was agreed upon to table the Agenda item for the March Board of Directors meeting.

Workers' Compensation and the Board of Directors Roles

Chief Anstine informed the Board of Directors that there are 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 discussed those options with the Directors. After much discussion regarding who can and cannot be covered, it was decided to table this matter for the March Board of Directors meeting.

2018 Amended Budget

Chief Barrett informed the Board of Directors that, per Tom Sistare, Auditor, the Fire District was over budget and, as a result, an Amended 2018 Budget must be submitted. Tom recommended the Board approve the enclosed resolution prior to the final submittal of the Audit to the state. The amendments to the 2018 budget are necessary due to unbudgeted income from insurance proceeds that were not totally expended in the year of 2018 for (1) the station roof, (2) the Fire Truck that was damaged the previous year (2017) and (3) the unbudgeted purchase of a new Fire Truck that was leased with no down payment. A copy of the proposed 2018 amended budget was enclosed for the Directors to review. It was moved and seconded (Wehrkamp/Kasameyer) 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. The motion passed unanimously, with all the members of the Board of Directors voting.

Financial Reports

A January register report was enclosed for the Board's review. The Directors received a preliminary report of Payroll transactions for 2019 and will continue to refine its content. This report will become a part of the monthly financial reports presented. It was moved and seconded (Kasameyer/Wehrkamp) to approve the financial reports as presented for the District for the month of January 2019, 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

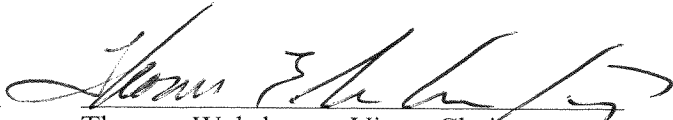
Other Business


Adjournment


It was noted that the next regularly scheduled Board of Directors meeting would be held at 3:00 p.m. on Wednesday, March 20, 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 5:25 pm. (Wehrkamp/Sanderson)


Dianne Cooper, Chairperson


Thomas Wehrkamp, Vice - Chairperson


Gretchen Kasameyer, Secretary/Treasurer


Joann Sanderson, Director


Howard Swain, Director