

STRATMOOR HILLS FIRE PROTECTION DISTRICT

Board Meeting Agenda

January 16, 2019

3:00 p.m.

I. Approval of Previous Board Meeting Minutes

December 5, 2018 –

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
- December 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)

Administrative Chief Report – *Informational Item (Barrett)*

- Station Roof – Total Roofing and SDA are still in negotiations regarding the cost of the roofing materials. Chief Barrett will continue to keep the Board updated.

F-1 – **2019 Budget updates** – *Information Item (Barrett)*

The 2019 budget and associated paperwork have been filed with the County Commissioners and Assessor and Department of Local Affairs.

F-2 - **Official Meeting place/time and Posting Places** – *Action Item (Barrett)*

To set the official meeting place/time and posting places for notices of district meetings for 2019.

Recommended motion....” to approve the designation of the location, dates and time of the 2019 regular Board Meetings as: the Stratmoor Hills Fire Department, 2160 B Street in El Paso County on the third Wednesday of each month at 3:00

p.m. except for the December meeting which will be held on December 11th at 3:00p.m. The annual Budget Workshop will be on October 2, 2019. All required District notices will be prominently posted at the Stratmoor Hills Fire Department, the Stratmoor Hills Water District office at 1811 B Street and the Stratmoor Hills Elementary School at 200 Loomis Avenue.”

F-3 – 2018 Audit – *Information Item* (Barrett)

The 2018 Audit has been scheduled for January 28 & 29, 2019 with Tom Sistare. Mr. Sistare has scheduled 2-days to do the audit, however it usually only takes 1-day. Hopefully he will be able to present the Audit report at the March Board meeting.

F-4 - D 11 Residential Smoke Alarm Testing, Maintenance and Replacement Policy Update – *Action Item* – (Anstine)

Chief Anstine informed the Board of Directors in November that the title of this document needs to change to be accurate. Also, throughout the entire document smoke detector is referenced and smoke alarms are what are in homes.

Section 5 needs the fire apparatus status changed to what is current.

Recommended motion”to change the D 11 Residential Smoke Alarm Testing, Maintenance and Replacement Policy update on the second and final reading....”

F-5 - B-6 Fire Code Enforcement Policy Update – *Action Item* – (Anstine)

Chief Anstine informed the Board of Directors that there have been several changes to 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.

Recommended motion”to approve the B-6 Fire Code Enforcement Policy Update on the second and final reading....

F-6 - Approved purchases between Board Meetings – Action Item – (Barrett)

In July of this year, Chief Barrett received a letter from Attorney Stuart Thomas, personal representative of a former resident (Mr. Harold Swicegood) that we had responded to many times over the years and who passed away in May. In his will he left a donation of \$25,000.00 to the Fire Department and his Attorney wrote to us informing us of this donation. It was decided to use the money to purchase twenty (20) new SCBA Air Bottles that are needed because nineteen (19) of our old air bottles will expire in January and can no longer be tested or serviced. On Wednesday, December 12, 2018 staff got approval from (Wehrkamp, Sanderson and Swain) to purchase the twenty (20) air bottles at \$1,110.00/each for a total price of \$22, 200.00 from MES.

Recommended motion”to approve the purchase of twenty 20 new Air Bottles at the cost of \$22, 200.00....”

On January 3, 2019 Chief Barrett notified three (3) Board members that the siren for Engine 410 had gone out of service. Arturo with the City of Colorado Springs Radio Shop was able to order the department a new one at a discounted price of \$1,360.00. Chief Barrett called three (3) Board members (Cooper, Sanderson and Wehrkamp) and received their approval for the purchase.

Recommended motion”to approve the purchase of an Electronic Q-Siren for Engine 410 at the cost of \$1,360.00....”

F-7 – CE-1 Career Employee Working Conditions Policy Update – Action Item (Anstine / Barrett)

Chief Anstine and Chief Barrett will explain to the Board of Directors that they have combined all of the Workers’ Compensation information into Section 4.

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

F-8 – CE-3 Career General Employment Policy Update – Action Item (Anstine/Barrett)

Chief Barrett will inform the Board of Directors 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 first reading....”

F-9 – 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 first reading.

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

F-10 – CE-8 Annual Career Physical Examination Policy Suspension – Action Item –
(Anstine/Barrett)

Chief Anstine will inform the Board of Directors that he wants to suspend this policy at this time.

Recommended motion”to suspend the CE-8 Annual Career Physical Examination Policy....”

F-11 – 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.

Recommended motion”to approve the D-6 Uniform Policy Update on the first reading....”

F-12 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 first reading....”

VI. Financial Reports

VII. Executive Session

VIII. Other Business

IX. Adjournment