

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 5:16 p.m. on January 16, 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. Audience members were: Juan Moscoso; Driver/Engineer for the District and Wally Mosher.

Approval of Previous Board Meeting Minutes

It was moved and seconded (Wehrkamp/Sanderson) to approve the Board meeting minutes for December 5, 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/Kasameyer) to approve the agenda. The motion passed unanimously, with all the members of the Board of Directors voting.

Public Comment

Unfinished Business

- Chairperson Cooper inquired as to when Vice Chairperson Wehrkamp would have the remodeling finished. VC Wehrkamp stated he would be finishing up within the next week.

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)
- Chief informed the Board of Directors that the sixth (6th) Driver that was recently hired is named Rory Medford. Chief gave the Board a synopsis of how the hiring process took place and how pleased he was with the process and that staff would use the process for future hires.

- Chief also informed the Board of Directors that after reviewing the Drivers' 48/96 schedule, it was determined management needed to create a "Kelly Day" for each Driver to help eliminate the amount of Comp time they accrue. We have 6 drivers, so each driver will take 4 Kelly days per year. One (1) crew member would take the first Saturday off and then second (2) crew member would take the following Saturday off. The weekends are usually heavy with volunteers and that makes it easier for management to not have to fill the extra shift. A Kelly day schedule was emailed out to each employee and has been scheduled on the yearly calendar.

Administrative Chief Report – *Informational Item (Barrett)*

- Chief Barrett reported to the Board of Directors that SDA and Total Roofing are still working on finalizing the roof project. Chief Barrett reported that the roofer stated since staff is having two (2) new HVAC units installed on the roof that it would be best to have those installed prior to the new roof being installed. Chief Barrett will continue with keeping the Board updated.

2019 Budget Updates

Chief Barrett informed the Board of Directors that the 2019 budget and associated paperwork have been filed with the County Commissioners and Assessor and Department of Local Affairs (DOLA).

Official Meeting place/time and Posting Places

Chief Barrett recommended that the Board of Directors approve the designation of location, dates and time of the 2019 Board meetings in order to comply with the Sunshine Law [Pursuant to C.R.S. 32-1-903(1) -(2) and C.R.S. 24-6-402(2)(c)]. It was moved and seconded (Kasameyer/Wehrkamp) to approve the designation of the location, dates and time of the 2019 regular Board Meetings at 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 the December meeting will be held on December 11, 2019. The annual Budget Workshop will be on October 2, 2019 at 1:00 pm. In addition, all Board meeting 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. The motion passed unanimously, with all the members of the Board of Directors voting. A copy of the yearly agenda is attached to these minutes and made a part hereof.

2018 Audit –

Chief Barrett informed the Board of Directors that the 2018 audit has been scheduled for January 28 & 29, 2019 with Hoelting & Company, LLC. Mr. Tom Sistare has scheduled 2-days to do the audit, however it usually only takes 1-day. Hoelting & Company, LLC is charging the department \$6,500.00 for the audit since the State now requires FPPA contributions for the Driver/Engineers be reported in the Audit and that requires more paperwork on the auditor's part. Hopefully he will be able to present the Audit report at the March Board meeting.

D-11 Residential Smoke Alarm Testing, Maintenance and Replacement Policy Update

Chief Anstine informed the Board of Directors in December 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 and Section 5 needs the fire apparatus status changed to what is current. It was moved and seconded (Sanderson/Kasameyer) to change the D 11 Residential Smoke Alarm Testing, Maintenance and Replacement Policy update on the second and final reading. The motion passed unanimously, with all the members of the Board of Directors voting.

B-6 Fire Code Enforcement Policy Update

Chief Anstine informed the Board of Directors in December that there have been several changes to this policy. It was moved and seconded (Sanderson/Wehrkamp) to approve the B-6 Fire Code Enforcement Policy Update on the second and final reading. The motion passed unanimously, with all the members of the Board of Directors voting.

Approved purchases between Board Meetings

Chief Barrett informed the Board of Directors that in July of 2018, 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. It was moved and seconded (Wehrkamp/Kasameyer) to approve the purchase of twenty 20 new Air Bottles at the cost of \$22, 200.00. The motion passed unanimously, with all the members of the Board of Directors voting.

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. It was moved and seconded (Wehrkamp/Sanderson) to approve the purchase of an Electronic Q-Siren for Engine 410 at the cost of \$1,360.00. The motion passed unanimously, with all the members of the Board of Directors voting.

CE-1 Career Employee Working Conditions Policy Update

Chief Anstine explained to the Board of Directors that he would like some more time to work on this policy and therefore, he has requested this policy update be tabled until February.

CE-3 Career General Employment Policy Update

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. It was moved and seconded (Kasameyer/Wehrkamp) to approve to approve CE3 Career General Employment Policy Update on the first 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 5, 2018 Board of Directors 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. It was moved and seconded (Wehrkamp/Sanderson) to approve the CE-2 Career Employee Compensation Policy Update on the first reading. The motion passed unanimously, with all the members of the Board of Directors voting.

CE-8 Annual Career Physical Examination Policy Suspension

Chief Anstine informed the Board of Directors that he wants to suspend this policy and give him time to re-work the process. Director Kasameyer stated she remembers discussing this policy at length in 2017 with former Fire Chief Dan Clark and feels that Chief Anstine should update the policy. It was moved and seconded (Kasameyer/Wehrkamp) to suspend the CE-8 Annual Career Physical Examination Policy. The motion passed unanimously, with all the members of the Board of Directors voting.

D-6 Uniform Policy Update

Chief Anstine informed the Board of Directors that he has added the last sentence in Section 7 regarding clothing for sleeping. It was moved and seconded (Kasameyer/Wehrkamp) to approve the D-6 Uniform Policy Update on the first reading. The motion passed unanimously, with all the members of the Board of Directors voting.

A-1 Board Policy Update

Director Cooper informed the Board of Directors that she is recommending a subsection 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 first reading. The motion passed unanimously, with all the members of the Board of Directors voting.

Financial Reports

A December register report was enclosed for the Board's review. Director Sanderson inquired about the clothing allowance that was paid out to the Driver/Engineers and staff reminded her that the Drivers received their clothing allowance for 2018 and the new policy took effect in January 2019. It was moved and seconded (Kasameyer/Wehrkamp) to approve the financial reports as presented for the District for the month of December 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

It was moved and seconded (Kasameyer/Wehrkamp) to enter into executive session to discuss personnel matters pursuant to C.R.S. 24-6-402(4) (f) at 5:51pm.

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

It was moved and seconded (Kasameyer/Wehrkamp) to exit from executive session to discuss personnel matters pursuant to C.R.S. 24-6-402(4) (f) at 6:05 pm.

It was moved and seconded (Kasameyer/Wehrkamp) to approve Resolution 19-01 regarding former Fire Chief Daniel Clark. The motion passed unanimously, with all the members of the Board of Directors voting.

It was moved and seconded (Kasameyer/Wehrkamp) to approve Resolution 19-02 regarding former Interim Operations Fire Chief Jerame Bullard. The motion passed unanimously, with all the members of the Board of Directors voting.


Other Business

- Chief Anstine informed the Board of Directors that he is working with Battalion Chief Bird from Colorado Springs Fire Department on the current Mutual Aid Agreement. They discussed having CSFD respond to all medicals in the Dual Response areas where CSFD usually gets arrives on scene first Rarely do they need backup from SHFD on those calls meaning SHFD expends time and resources for no reason while exposing the rest of the District to a longer response time. He wanted the Directors' opinions on the matter before pursuing changes to the Mutual Aid Agreement; the Directors all agreed that makes sense and encouraged Chief Anstine to pursue the matter.

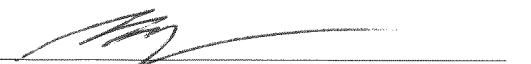
Adjournment


It was noted that the next regularly scheduled Board of Directors meeting would be held at 3:00 p.m. on Wednesday, February 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 6:15 pm. (Kasameyer/Swain)


Dianne Cooper, Chairperson


Thomas Wehrkamp, Vice - Chairperson


Gretchen Kasameyer, Secretary/Treasurer


Joany Sanderson, Director


Howard Swain, Director