

STRATMOOR HILLS FIRE PROTECTION DISTRICT

Board Meeting Agenda

March 20, 2019

3:00 p.m.

I. Approval of Previous Board Meeting Minutes

February 20, 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
- February 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 vacation; please see the enclosed Memo.

Administrative Chief Report – *Informational Item (Barrett)*

- Chief Barrett will inform the Board that she received an updated and final roofing quote from SDA – informing staff that they will be paying out an additional \$61,525.12 for the roof repairs. Chief Barrett continues to work with Total Roofing and Five Star Automation, Inc regarding the roof repairs.

F-1 2018 Audit Presentation – Action Item (Tom Sistere, Hoelting & Company)

Tom Sistere from Hoelting and Company will be prepared to present the 2018 Audit to the Board of Directors.

Recommended motion “... to accept the Auditor’s Audit Report for 2018 as submitted.”

F-2 – CE-1 Career Employee Working Conditions Policy Update – Action Item (Anstine / Barrett)

Chief Anstine informed the Board of Directors at the February Board meeting that all the Workers’ Compensation information 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 CE-1 Career Employee Working Conditions Policy Update on the second and final reading...”

F-3 - Adding four (4) additional Federal Holidays – Action Item – (Director Sanderson)

At the February 2019 Board meeting, Director Sanderson requested Chief Anstine 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, however, after a lot of discussion, it was tabled for the March meeting. Director Sanderson is requesting this matter be discussed again and recommends the motion below to be approved on the first reading.

Recommended motion” ...to approve the updated Holiday schedule to include the four (4) additional Federal Holidays and two (2) half day holidays....”

F-4 - Workers’ Compensation and the Board of Directors Roles – Action Item (Anstine)

At the February 2019 Board meeting Chief Anstine discussed 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. Director Wehrkamp needed some clarification regarding some information he was told and requested this matter be tabled for the March Board meeting.

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

F-5 - De-Bruce Election in November 2019 – Informational Item (Barrett)

Chief Barrett will inform the Board of Directors that in November of 2016 the Fire District asked voters to allow the District to De-Bruce for four (4) years and the voters approved the ballot question. After checking the Resolution for the De-Bruce question, Chief Barrett discovered that the four (4) years will come to an end

at the end of this year. Chief Barrett will discuss with the Board of Directors the possibility of once again going to the voters in November of this year and asking them to De-Bruce forever. A copy of the resolution was given to each Director as well as a copy of the forecasted Gallagher projections the Fire District received from El Paso County Assessor. Chief Barrett will explore the option of combining an Election with the Water and Sanitation Districts.

F-6 - Building Lightning Protection – Action Item – (Anstine/Barrett)

Chief Barrett and Chief Anstine will inform the Board that during Five Star Automaton, Inc inspection of the roof and cables for the LED lighting and the restoration of the cables for the roof repair – it was discovered that this building is not properly grounded in the event of a strong lightning strike. Keith Kidd recommended Jason Escolpio of Mr. Lightning to come give staff a quote and that quote is enclosed for Board approval.

Recommended motion”to approve Mr. Lightning quote to provide grounding for the building and equipment at the cost of \$11,685.00....”

F-7 - D-16 Career Employees and Volunteer and Recruit Members Fund-Raising – Action Item – (Anstine/Barrett)

Chief Anstine will inform the Board of Directors that he has combined CE-7 Career Employees Fund-Raising for Charitable Purposes Policy and V-9 Volunteer Member/Recruit Fund-Raising for Charitable Purposes Policy into one (1) Department policy regarding fund raising. Chief Anstine is requesting the Board approve the new department policy D-16 and void the CE-7 and V-9 policies on the first reading.

Recommended motion....” D-16 Career Employees and Volunteer and Recruit Members Fund-Raising Policy and remove CE-7 and V-9 policy on the first reading....”

F-8 - D-9 Mutual Aid Response Policy Update– Action Item – (Anstine/Barrett)

Chief Anstine will inform the Board of Directors that he has updated this policy from a Wildland Mutual Aid Response to a Mutual Aid Response Policy. He changed the policy to encompass all Mutual Aid Responses, not just Wildland Fires.

Recommended motion....”to approve the D-9 Mutual Aid Response Policy update on the first reading....”

F-9 - D-10 Wildland Deployment Policy Update – Action Item – (Anstine/Barrett)

Chief Anstine will inform the Board of Directors that he has update this policy in several areas that will be easier for personnel to respond for Wildland Deployments.

Recommended motion...”to approve the D-10 Wildland Deployment Policy Update on the first reading....”

F-10 - Department personnel ID cards – *Action Item* – (Anstine/Barrett)

Chief Barrett will inform the Board of Directors that currently the system to make the ID cards for department personnel is old, time consuming and very outdated. Chief Barrett would like the Board to approve the purchase of a Magicard Pronto ID Card system for making ID cards. The Board of Directors received the Amazon print out.

Recommended motion...”to approve the purchase of the Magicard Pronto ID Card system at the cost of \$875.00....”

F-11 - Appointment of Rory Medford as a permanent full-time employee – *Action Item* (Anstine)

Rory Medford was hired as a probationary full-time Diver/Engineer on January 1, 2019. Rory will complete his 3-month probationary period on April 1, 2019 and has met our requirements and expectations and is recommended for permanent full-time employment.

Recommended motion “... to approve Rory Medford as a permanent full-time Driver/Engineer effective April 1, 2019”

F-12 – A-1 Board of Directors Policy – *Action Item* – (Cooper)

VI. Financial Reports

VII. Executive Session

Recommended motion “. . . to enter into executive session to discuss personnel matters pursuant to C.R.S. 24-6-402(4) (f).”

Members of the public not participating in the executive session will leave the room.)

Recommended motion “. . . to exit from executive session to discuss personnel matters pursuant to C.R.S. 24-6-402(4) (f).”

VIII. Other Business

IX. Adjournment