

STRATMOOR HILLS FIRE PROTECTION DISTRICT

Board Meeting Agenda

February 19, 2020

3:00 p.m.

I. Approval of Previous Board Meeting Minutes

January 15, 2020 –

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 – Ethan Grimes)
 - Training (responsibility assigned to – BC Bittle)
 - Inspections (responsibility assigned to – Mark Stanwood)
 - Recruiting (responsibility assigned to – BC Bittle)
 - Gear (responsibility assigned to – Driver Bosch)
 - EMS (responsibility assigned to Driver Moscoso)

Battalion Chief Report – *Informational Item – (Bittle)*

- Training:
 - Thursday nights – seeing an increase in numbers of attending.
 - South Group FFI Academy – we currently have three (3) people attending.
 - SHFPD Academy – we currently have eight (8) people attending
- Operation Directives:
 - These are my expectations of career staff and volunteer members that support Policies and SOP's and must be signed by each member.
- Career Testing:
 - The department received sixteen applications –
 - Saturday, February 15th – Fifty (50) question written test and seven (7) evolution practical test will be administered
 - For those that pass the testing on February 15th – they will be interviewed on Saturday, February 22, 2020.
- Emergency Calls – I am attending calls and observing.
- Dispatch Room – it is currently being painted and remodeled.

Administrative Chief Report – *Informational Item (Barrett)*

- **2019 Audit** - was conducted on January 27 & 28, 2020 with Melissa Sainz and Tom Sistare and Tom is hoping that he will be able to present the Audit report at the March Board meeting.

F-1 – **D1 Command Authority Policy Update – *Action Item* – (Anstine)**

Chief Anstine informed the Board at the January Board meeting that with the hiring of a Battalion Chief it is necessary to update this policy to include this position.

Recommended motion”....to approve the D1 Command Authority Policy Update on the second and final reading....”

F-2 - **B5 - Expenditures Authorization Policy Update – *Action Item* – (Anstine)**

Chief Anstine will inform the Board this policy needs to be updated to add:

Section 1. c) Exclusive Service section to allow the Board of Directors more latitude with Vendors. In particular Vendors that have the best interest of the district or are sole source vendors.

Section 1. f) Agreements or Contracts section to allow the fire district to enter price agreements with vendors that supply the district needs throughout the year and not enforcing a bidding process several times a year.

Section 1. i). Conflict of Interest to protect the integrity of the fire district.

Section 1. j) Personal Purchases to protect the integrity of the fire district

Recommended motion”....to approve B5 - Expenditure Authorization Policy Update on the first reading....”

F-3 - **Approval of Services Agreement – *Action Item* – (Anstine)**

In lieu of paying an Attorney for non-legal, personnel-related issues, staff is recommending the use of an HR specialist who can provide basic HR management, recruiting services, training and policy review and development.

Recommended motion . . . “to approve a Services Agreement with A & E HR Consulting, LLC of Fountain, Colorado.”

F-4 - 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 2020. Mr. Fred Martin has already signed a copy of the contract.

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

F-5 - Fire District Attorney – Action Item (Anstine)

The current Employment Attorney for the Fire District is moving away from the Colorado Springs area. Attorney Andrew E. Swan of Lewis, Kuhn and Swan PC has agreed to provide this service to the Fire District and Chief Anstine is recommending retaining his services.

Recommended motion”.... To approve the hiring of Attorney Andrew with Swan Lewis, Kuhn and Swan PC as the Fire District Attorney....”

F-6 - Security Fire Protection District provide ambulance service to the Stratmoor Hills Fire Protection District – Action Item – (Anstine)

Chief Anstine is requesting the Board to approve and sign an agreement with the Security Fire Protection District to be the preferred ambulance provider for the Stratmoor Hills Fire Protection District.

Recommended motion”.....to approve and sign the agreement with Security Fire Protection District and have Chairperson Cooper sign the agreement.....”

VI. Financial Reports

VII. Executive Session

VIII. Other Business

IX. Adjournment