

**MINUTES OF THE BOARD OF DIRECTORS
OF
STRATMOOR HILLS FIRE PROTECTION DISTRICT**

The regular monthly meeting of the Board of Directors for the Stratmoor Hills Fire Protection District was held pursuant to notice at 3:55 p.m. on February 15, 2023

Board Members present: President Robert Colgrove, Vice-President James Pesicka, Secretary/Treasurer John Willcox, Director Cindy Dent, and Director Richard Dull. District Personnel present: Fire Chief Shawn Bittle and Administrative Chief Dottie Barrett.

Approval of Previous Board Meeting Minutes

It was moved and seconded (Pesicka/Willcox) to approve the Board meeting minutes for January 18, 2023. The motion passed unanimously with all Directors voting.

Approval of Agenda

It was moved and seconded (Pesicka/Willcox) to approve the agenda as published, however, the Executive Session was moved to the beginning of the meeting. The motion passed unanimously with all Directors voting.

Executive Session

It was moved and seconded (Willcox/Dull) at 3:56 pm to enter into executive session to discuss personnel matters pursuant to C.R.S. 24-6-402(4) (f), involving the performance evaluation of the Fire Chief and C.R.S. 24-6-402(4) (b) to receive legal advice from the Fire District Attorney.

It was moved and seconded (Pesicka/Willcox) at 4:17 pm to exit from executive session to discuss personnel matters pursuant to C.R.S. 24-6-402(4) (f), involving the performance evaluation of the Fire Chief and C.R.S. 24-6-402(4) (b) to receive legal advice from the Fire District Attorney.

Public Comment

Unfinished Business

Fire Chief Report –

- January Calls per District – 2023 is starting off to be another busy year.
- Status reports
 - Chiefs' notes –
 - Chief reported that the Fire District will be holding a Fire Lieutenant Assessment Center for D/E Bosch. There will be eighteen (18) evaluators and Chief invited the Board members to observe the assessment. The cost of the

- assessment center will be approximately \$1,000.00. Chief will put more information out as the date gets closer.
- Chief passed out the new Department patch design and informed the Board that Jenn Jones will be posting the announcement on all department Social Media accounts. Staff will be putting out bids for the new patch purchase.
 - Chief informed the Board that the Master Firefighter Program will be publicized in the Fire Engineering magazine in March. Captain James McAllister and Chief went to Missouri State University and taught the class and received positive reviews on the program. Arkansas Fire Academy has invited both to teach the class as well.
 - The new website will be up and running soon – the developer will be submitting a “splash page” for staff’s review and should have it all done no later than June 1, 2023.
- Apparatus - (responsibility assigned to – D/E Patalano)
 - New 410 truck chassis has been built and is waiting on a few back-ordered HVAC parts that should arrive within a week. A new radio and communications system that was budgeted for has been ordered and received.
 - Brush truck 440 – Staff recently had a 10-amp battery tender installed and the rear leaf springs need to be beefed up due to the weight of the tank. New tires will need to be installed soon.
 - Training (responsibility assigned to – Chief Bittle)
 - Training for February is Wildland RT-130 class, and the next step will be the Red Card Pack Test.
 - Inspections (responsibility assigned to – Mark Stanwood)
 - Recruiting (responsibility assigned to – Chief Bittle)
 - The Driver David W. Nelson Memorial Recruit Class started off bumpy – the class started with twelve (12) recruits and there are ten (10) remaining and those recruits are doing great.
 - Gear (responsibility assigned to – D/E Hall)
 - EMS (responsibility assigned to D/E Bosch)
 - The new medical bags are in-service, and staff has ordered a new AED for Chief’s vehicle.
 - Wildland (responsibility assigned to D/E Ortiz)

Administrative Chief Report – Informational Item (Barrett)

- Chief Barrett informed the Board that as of today, she has received three (3) Self-Nomination forms (Colgrove, Willcox and Dull). District residents have until February 24, 2023, to submit a Self-Nomination form, however, if no more are received than the Board will cancel the Election at the March Board meeting.

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 2023. Mr. Fred Martin has already signed a copy of the contract and submitted payment in the amount of \$2,374.88. Staff is recommending approving this contract for another year. It was moved and seconded (Pesicka/Dull) to approve the Rocky Top Resources Annual Contract Renewal and allow President Colgrove and Secretary/Treasurer Willcox to sign the contract. The motion passed unanimously with all Directors voting.

Vehicle Maintenance Intergovernmental Agreement

Chief Bittle informed the Board that The Intergovernmental Agreement (IGA) between the Fire District and Northeast Teller County Fire Protection District for vehicle maintenance has been updated and needs to be signed by the Board President Robert Colgrove. Chief Bittle informed the Board that the hourly price has increased to \$90.00/hour, however, he is still recommending the Board approve the IGA. It was moved and seconded (Pesicka/Willcox) to approve the Intergovernmental Agreement (IGA) between the Fire District and the Northeast Teller County Fire Protection District and have Board President Robert Colgrove sign the IGA. The motion passed unanimously with all Directors voting.

Helmet purchase for Driver/Engineer Tara Bosch

Chief Bittle informed the Board that D/E Bosch is very close to fulfilling the final steps to the Master Firefighter Program and he would like to reward her with a Phenix Leather helmet at the cost of \$1,379.25. Chief Bittle provided a quote and discussion for the Board's review. It was moved and seconded (Pesicka/Willcox) to approve the purchase of the Phenix Leather helmet for D/E Tara Bosch at the cost of \$1,379.25. The motion passed unanimously with all Directors voting.

Mandated Overtime for Driver's

Chief Bittle explained that in that last couple of months the District has had to mandate a Driver/Engineer to fill shifts that were not filled by a Shift Volunteer or Reserve Driver. Chief Bittle would like to change the policy to state that if an employee is mandated for an extra shift – that employee receives overtime for that mandated shift. Staff inquired to the Fire District's FSLA Attorney Meredith McDonald who stated that under our current agreement with the Driver's – they are not eligible for overtime until they have "actually" worked more than 212 hours in a 28-day period and a copy of her email was enclosed. Discussion regarding how the mandated shifts could have a financial impact on an employee if they had plans – i.e., concert tickets, vacation plans etc. took place and Chief stated that he feels it is only fair to compensate for any financial impact that the employee occurs for the mandated shift. The Board of Directors agreed that the employee should be compensated at over-time pay, and staff will bring the updated policy at the March Board meeting.

Financial Reports

The January check register report where the taxes and employee retirement (Electronic Funds Transfers (EFT)) payments are highlighted was enclosed for the Directors' review. Director Dent inquired about the SOCO Grant that the Fire District received, and all Board members were informed that the SOCO group applied for and was awarded a grant with the El Pomar Foundation using the Fire District's finance records. It was moved and seconded (Pesicka/Dull) to approve the financial reports as presented for the District for the month of January 2023, subject to audit. The motion passed unanimously with all Directors voting. Copies of the financial reports are attached to these minutes and made a part hereof.

Performance Evaluation of Chief Shawn Bittle

President Colgrove informed the Board that the Fire Chief's performance of his duties as District Fire Chief shall be evaluated on or about January 15th, however that time passed, and his evaluation will take place at today's meeting. President Colgrove informed the Board that Chief Bittle has received a copy of his evaluation and opened the meeting for questions and discussions. Chief Bittle inquired about a couple of remarks that were noted and discussion took place regarding the answers to his satisfaction. It was moved and seconded (Pesicka/Willcox) to approve the delivery of the Performance Evaluation to Chief Shawn Bittle by Board President Robert Colgrove prior to the end of February. The motion passed unanimously with all Directors voting.

President Colgrove then opened the discussion regarding Chief Bittle's pay raise. Vice-President Pesicka made the motion to give Chief Bittle a ten (10) percent raise and be made retroactive to January 1, 2023; it was seconded by Director Dull. Discussion took place and Secretary/Treasurer Willcox voted against the raise due to the fact that the Fire Department had not budgeted for that amount of a raise and stated that between Chief's salary increase and his FPPA retirement benefits, it will put an overage on the budget. Discussion regarding making the pay retroactive to January 1st took place and Chief Barrett stated she could do up the figures and submit the totals to FPPA, however, it would take some time getting all of his "credits" submitted. The Board asked Chief Barrett when she could credit Chief Bittle's raise and Chief Barrett informed that Board that the next pay cycle will be Monday, February 27, 2023. Further discussion took place about having Chief's evaluation done in September so that the Board can give the raise figures to staff prior to the budgeting process and all Board members agreed to that process. The policy regarding all employee evaluations will be updated and brought to the Board in March. Vice-President Pesicka then withdrew his motion to have Chief Bittle's raise take effect on January 1, 2023, and made the motion for the ten (10) percent raise and to be effective on February 27, 2023. Director Dull seconded the motion. The motion passed with four (4) Board members approving and one (1) Board member disapproving.

Other Business


Adjournment

It was noted that the next regularly scheduled Board of Directors meeting would be held at 3:00 p.m. on March 15, 2023, at 2160 B Street, Colorado Springs, CO 80906.

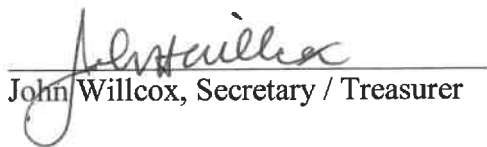
As there was no further business to come before the Board, the meeting was adjourned at 5:25 pm. (Pesicka/Dent)



Robert Colgrove, President



James Pesicka, Vice President



John Willcox, Secretary / Treasurer



Cindy Dent, Board Director



Richard Dull, Board Director