

STRATMOOR HILLS FIRE PROTECTION DISTRICT

Board Meeting Agenda

March 15, 2023

3:00 p.m.

I. Approval of Previous Board Meeting Minutes

- February 15, 2023

II. Approval of Agenda

III. Public Comment

IV. Unfinished Business:

V. New and Miscellaneous Business:

Fire Chief Report – *Informational Item (Bittle)*

- February Calls per District
- Status reports
 - Chiefs' notes – see attached informational sheet)
 - Apparatus - (responsibility assigned to – D/E Patalano)
 - Training (responsibility assigned to – Chief Bittle)
 - Inspections (responsibility assigned to – Mark Stanwood)
 - Recruiting (responsibility assigned to – Chief Bittle)
 - Gear (responsibility assigned to – D/E Hall)
 - EMS (responsibility assigned to D/E Bosch)
 - Wildland (responsibility assigned to D/E Ortiz)

Administrative Chief Report – *Informational Item (Barrett)*

- Will inform the Board that she has submitted a Grant request through the Colorado Division of Fire Safety for two (2) MSA Air Packs in the amount of \$19,604.00. Hopefully staff hears something back soon.

F-1 – **Cancellation of Fire District Board of Directors Election** – *Action Item (Barrett)*

Chief Barrett will inform the Board of Directors that the District received three (3) Self-Nominations for the three (3) Board positions that are open in May. The three (3) individuals are Robert Colgrove, John Willcox and Richard Dull and they will be sworn in on May 10, 2023, at various times during the day. At this time, the Board must approve a Resolution to allow the DEO (Designated Election Official) Dorothy R. (Dottie) Barrett to cancel the Election and submit associated paperwork.

Recommended motion” to approve the Cancellation of the Fire District Board of Directors Election and Declaration Deeming Candidates Election Board of Directors Resolution.’

F-2- Fire Chief Employment Agreement Update – *Action Item (Board)*

At the February Board meeting it was decided to move Chief Bittle’s employment evaluation to September so that his raise can be included in the budget process in October. At this time the Board needs to approve the updated Employment Agreement for Chief Bittle to reflect that change.

Recommended motion”...to approve the updated Fire Chief Employment Agreement with the change to his employment evaluation date....”

F-3 - CE-1 Career Employee Working Conditions Policy Update – *Action Item – (Bittle)*

At the February Board meeting it was decided that all employee evaluations will be moved to September along with the Fire Chief’s evaluation. At this time the Board needs to approve the updated CE-1 Career Employee Working Conditions policy on the first reading.

Recommended motion”...to approve the CE-1 Career Employee Working Conditions Policy update on the first reading....”

F-4 - CE-2 Career Employee Compensation Policy Update - *Action Item – (Bittle)*

At the February Board meeting Chief Bittle explained to the Board that he sometimes has to “mandate” an employee for an extra shift due to lack of personnel to cover shifts. He requested that when an employee covers that mandated shift, that employee receive overtime compensation for that shift and the Board agreed. At this time the Board needs to approve the updated CE-2 Career Employee Compensation Policy Update on the first reading.

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

F-5- EMS Coordinator Position Update – *Action Item – (Bittle)*

Chief Bittle will inform the Board that staff has updated this position description and he is requesting the changes to be approved on the first reading.

Recommended motion”...to approve the EMS Coordinator position update on the first reading....”

F-6- Volunteer Assistant EMS Coordinator Position Description – *Action Item – (Bittle)*

Chief Bittle will inform the Board that he has created a Volunteer Assistant EMS Coordinator position and has presented the enclosed Position Description that he would like approved on the first reading.

Recommended motion”...to approve the Volunteer Assistant EMS Coordinator Position Description on the first reading....”

F-7 - Chief Bittle raise retroactive to January 2023 – Action Item – (Board)

At the February meeting it was discussed and decided upon to start Chief Bittle's raise effective February 27th, however, after thinking it over, President Colgrove wants to have the raise retroactive to the January paycheck when the raises went into effect. President Colgrove spoke to Chief Barrett about doing up the calculations and she stated she will contact FPPA and let them know about the pay difference and that it will be on the next pay cycle.

Recommended motion'....to approve Chief Bittle's pay raise to be effective January 2023 instead of February 27th....”

VI. Financial Reports

VII. Executive Session

VIII. Other Business

IX. Adjournment