

# STRATMOOR HILLS FIRE PROTECTION DISTRICT

## Board Meeting Agenda

April 19, 2023

3:00 p.m.

### I. Approval of Previous Board Meeting Minutes

- March 15, 2023

### II. Approval of Agenda

### III. Public Comment

### IV. Unfinished Business:

### V. New and Miscellaneous Business:

#### **Fire Chief Report** – *Informational Item (Bittle)*

- March 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 remind the Board that the new Board members will be sworn in on Wednesday, May 10, 2023, (at various times) here at the Fire Station. The Directors will be asked to return their Board book at this meeting so Chief Barrett can ensure the books are ready for the May meeting.

#### **F-1** **2022 Audit Presentation** – *Action Item (Tom Sistere, Hoelting & Company)*

Tom Sistere from Hoelting and Company will be prepared to present the 2022 Audit to the Board of Directors.

Recommended motion "... to accept the Auditor's Audit Report for 2022 as submitted."

**F-2 - 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 second and final reading.

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

**F-3 - 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 seconded and final reading.

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

**F-4 - EMS Coordinator Position Update – Action Item – (Bittle)**

At the February Board meeting Chief Bittle explained to the Board that staff has updated this position description and he is requesting the changes to be approved on the second and final reading.

Recommended motion”...to approve the EMS Coordinator position update on the second and final reading....”

**F-5 - Volunteer Assistant EMS Coordinator Position Description – Action Item – (Bittle)**

At the February Board meeting Chief Bittle explained to the Board that staff has created a Volunteer Assistant EMS Coordinator position and presented the enclosed Position Description that he would like approved on the second and final reading.

Recommended motion”....to approve the Volunteer Assistant EMS Coordinator Position Description on the second and final reading....”

**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**