

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 3:00 p.m. on March 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 via telephone 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 February 15, 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. The motion passed unanimously with all Directors voting.

Public Comment

Unfinished Business

Fire Chief Report –

- February Calls per District – Chief Barrett reported that February’s calls were down compared to January and that staff has recently responded to several fires due to homeless camps.
- Status reports
 - Chiefs’ notes – see attached informational sheet)
 - Driver/Engineer Bosch passed her Fire Lt. Assessment Center and did quite well. There was a glass-breaking ceremony on Saturday, March 4th and she will be promoted to Lt. in mid-April.
 - The new Website’s trial layout has been sent and Chief will email it out to the Board of Directors.
 - Apparatus - (responsibility assigned to – D/E Patalano)
 - Engine 414 – has a clogged filter that needed to be replaced.
 - Brush Truck 441 is in NETCO for its annual maintenance.
 - New Engine 410 – The chassis is complete, and the HVAC parts have been installed. A new hood had to be ordered due to a paint problem and should be shipping within the next two (2) weeks.
 - Training (responsibility assigned to – Chief Bittle)

- The 2023 training has been compressed to one (1) Saturday a month and it seems to be going well. March and April's training schedule was included in the Board's packets.
- Inspections (responsibility assigned to – Mark Stanwood)
- Recruiting (responsibility assigned to – Chief Bittle)
 - The recruit class continues to do well – the recruits recently finished up their Wildland program and are currently in the Hazmat program.
 - Graduation is still scheduled for Saturday, September 10, 2023
- 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)

- Informed the Board that she submitted a Grant request through the Colorado Division of Fire Safety for two (2) MSA Air Packs in the amount of \$19,604.00 and hopefully staff hears something back soon.
- Informed the Board that after the audit is complete, she will be submitting a grant to El Pomar Foundation for twenty-one (21) sets of Wildland bunker gear.

Cancellation of Fire District Board of Directors Election

Chief Barrett informed the Board 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. It was moved and seconded (Pesicka/Willcox) to approve the Cancellation of the Fire District Board of Directors Election and Declaration Deeming Candidates Election Board of Directors Resolution. The motion passed unanimously with all Directors voting.

Fire Chief Employment Agreement Update

At the February Board meeting it was decided by the Board 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. It was moved and seconded (Pesicka/Willcox) to approve the updated Fire Chief Employment Agreement with the change to his employment evaluation date. The motion passed unanimously with all Directors voting.

CE-1 Career Employee Working Conditions Policy Update

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. It was moved and seconded (Pesicka/Willcox) to approve the CE-1 Career Employee Working Conditions Policy update on the first reading. The motion passed unanimously with all Directors voting.

CE-2 Career Employee Compensation Policy Update

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. It was moved and seconded (Pesicka/Willcox) to approve the CE-2 Career Employee Compensation Policy Update on the first reading. The motion passed unanimously with all Directors voting.

EMS Coordinator Position Update

Chief Barrett informed the Board that staff has updated this position description and gave a little history of why it was created. Staff is now requesting the changes to be approved on the first reading. It was moved and seconded by (Pesicka/Willcox) to approve the EMS Coordinator position update on the first reading. The motion passed unanimously with all Directors voting.

Volunteer Assistant EMS Coordinator Position Description

Chief Barrett informed the Board that staff has created a Volunteer Assistant EMS Coordinator position and presented the enclosed Position Description that and is requesting approval on the first reading. It was moved and seconded by (Pesicka/Willcox) to approve the Volunteer Assistant EMS Coordinator Position Description on the first reading. The motion passed unanimously with all Directors voting.

Chief Bittle raise retroactive to January 2023

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. Director Willcox inquired as to why the Board is only finding out about this request at this meeting and President Colgrove informed him that this is open for discussion. It was moved and seconded (Pesicka/Dull) to approve Chief Bittle's pay raise to be effective January 2023 instead of February 27th. The motion passed unanimously with all Directors voting.

Financial Reports

The February check register report where the taxes and employee retirement (Electronic Funds Transfers (EFT)) payments are highlighted was enclosed for the Directors' review. Chief Barrett pointed out a mistake made on the financial report and stated she will correct it for next month's meeting. It was moved and seconded (Pesicka/Willcox) to approve the financial reports as presented for the District for the month of February 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.

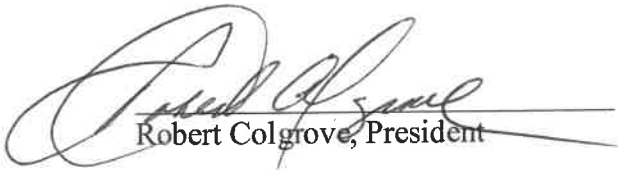
Executive Session

Other Business

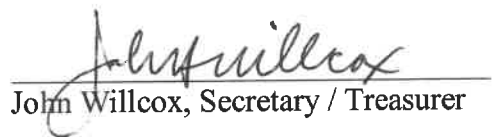
Adjournment

It was noted that the next regularly scheduled Board of Directors meeting would be held at 3:00 p.m. on April 19, 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 3:24 pm. (Pesicka/Willcox)


Robert Colgrove, President


James Pesicka, Vice-President


John Willcox, Secretary / Treasurer


Cindy Dent, Board Director


Richard Dull, Board Director