

# **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 4:00 p.m. on April 19, 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 March 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**

## **2022 Audit Presentation**

Tom Sistare of Hoelting & Company gave the Board a synopsis of the 2022 audit findings and stated that the District personnel did a great job, and the Fire District had a clean audit. All Board members were presented with a copy of the Audit that will be sent to the state Auditor. It was moved and seconded (Pesicka/Willcox) to accept the 2022 audit as presented and authorize the report to be filed with the State Auditor. The motion passed unanimously with all Directors voting.

## **Fire Chief Report –**

- March Calls per District – the call volume for March was down compared to February by ten (10) calls.
- Status reports
  - Chiefs' notes – see attached informational sheet)
    - Tara Bosch was promoted to Lt. on Friday, April 14, 2023.
    - The Fire Danger sign out front has been updated and new poles have been replaced.
    - Chief passed out a flyer from SVI regarding a possible new truck for the future.
  - Apparatus - (responsibility assigned to – D/E Patalano)

- Engine 414 has a bolt from the alternator come loose and tore up the serpentine belt and the belt destroyed a radiator hose. It has been repaired and is back in service.
    - New Engine 410 – the Chassis has been delivered to SVI and production to finish the truck should start soon – approximately 3 months to go.
  - Training (responsibility assigned to – Chief Bittle)
    - The monthly training is going well, the firefighters spent Saturday, April 8<sup>th</sup> at Fort Carson’s burn tower for Live Fire exercises. Subject matter that was covered were forceable entry, fire attack, Vent Enter Search (VES), and communications.
    - On Sunday, April 16<sup>th</sup> the entire organization attended a mandatory Trench Rescue Awareness Class presented by Fort Carson Fire & Emergency Services.
  - Inspections (responsibility assigned to – Mark Stanwood)
  - Recruiting (responsibility assigned to – Chief Bittle)
    - The Dave Nelson Fire Academy is going well. The recruits have finished and passed Hazmat Awareness/Operations and Firefighter I started on Monday, April 17<sup>th</sup>.
    - The remaining academy will be focused on Firefighter I and Firefighter II.
    - Graduation will be held on Saturday, September 9<sup>th</sup>. Time and location to be determined.
  - 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)**

- Reminded 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 were asked to return their Board book at this meeting so Chief Barrett can ensure the books are ready for the May meeting.

**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 second and final reading. It was moved and seconded (Pesicka/Willcox) to approve the CE-1 Career Employee Working Conditions Policy update on the second and final 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 seconded and final reading. It was moved and seconded (Pesicka/Willcox) to approve the CE-2 Career Employee Compensation Policy Update on the seconded and final reading. The motion passed unanimously with all Directors voting.

## **EMS Coordinator Position Update**

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. It was moved and seconded (Pesicka/Willcox) to approve the EMS Coordinator position update on the second and final reading. The motion passed unanimously with all Directors voting.

## **Volunteer Assistant EMS Coordinator Position Description**

At the February Board meeting Chief Bittle informed the Board that he created a Volunteer Assistant EMS Coordinator position. He is requesting this new position be approved on the second and final reading. It was moved and seconded to approve the Volunteer Assistant EMS Coordinator Position Description on the second and final reading. It was moved and seconded (Pesicka/Willcox) to approve the Volunteer Assistant EMS Coordinator Position Description on the second and final reading. The motion passed unanimously with all Directors voting.

## **Financial Reports**

The March check register report where the taxes and employee retirement (Electronic Funds Transfers (EFT)) payments are highlighted was enclosed for the Directors’ review. It was moved and seconded (Pesicka/Willcox) to approve the financial reports as presented for the District for the month of March 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**

It was moved and seconded (Pesicka/Dull) to enter into executive session at 4:30 pm to discuss personnel matters pursuant to C.R.S. 24-6-402(4) (f). The motion passed unanimously with all Directors voting.

Members of the public not participating in the executive session were asked to leave the room.

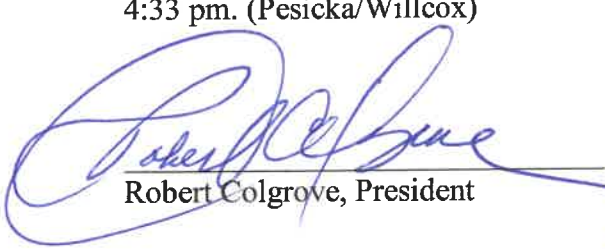
It was moved and seconded (Pesicka/Willcox) to exit from executive session at 4:33 pm to discuss personnel matters pursuant to C.R.S. 24-6-402(4) (f). The motion passed unanimously with all Directors voting.

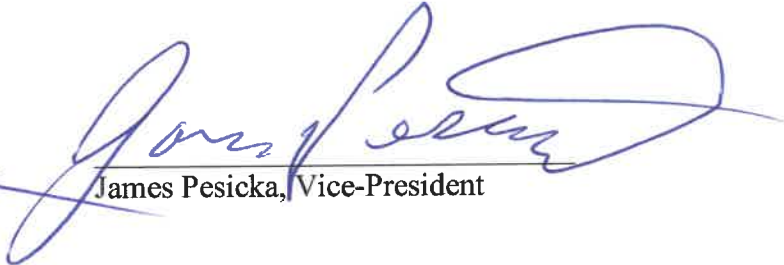
**Other Business**

**Adjournment**

It was noted that the next regularly scheduled Board of Directors meeting would be held at 3:00 p.m. on May 17, 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 4:33 pm. (Pesicka/Willcox)

  
Robert Colgrove, President

  
James Pesicka, Vice-President

  
John Willcox, Secretary / Treasurer

  
Cindy Dent, Board Director

  
Richard Dull, Board Director