

**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 3:54 p.m. on August 16, 2023

Board Members present: President Robert Colgrove, Vice-President James Pesicka, Secretary/Treasurer John Willcox, Director Cindy Dent via phone, 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 July 19, 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 –**

- July Calls per District – Chief Bittle stated that due to the summer months the District’s call volume continues to increase.
- Status reports
  - Chiefs’ notes –
    - Chief explained he has been working with Lance Hallman of Capital Financing to try to work out a way to finance another Fire Truck. Lance had some issues with the audited reports and after speaking to the Fire Districts’ Auditor, he now understands the reports. Unfortunately, at this time, the Fire District is not able to finance another truck due to the low reserves and Lance recommends a Mill Levy increase to help get the department in a financial situation where it can purchase a new truck. Discussion regarding a Mill Levy increase took place and staff will be in the process for a 2024 TABOR tax increase.
  - Apparatus - (responsibility assigned to – D/E Patalano)
    - Engine 410 – several years ago the water tank on this Engine cracked and staff used Flex Seal on the crack due to the possible cost of having it fixed. Chief Bittle discovered this tank has a life-time warranty and as a result, the

manufacturer flew a crew member out from Appleton Wisconsin, and he welded the holes and cracks. Staff will keep an eye on the repairs to ensure there are no more.

- New Engine 410 – Chief has some updated photos to show the Board.
- Engine 414 – the Stop Engine light continues to come on and the mechanic has informed Chief that there was a hole in the intake pipe that caused dirt and rocks to get into the pistons. He solution for now is to change the Crank Case filter monthly and budget \$20,000.00 in 2024 to have the engine rebuilt.
- Brush Truck 441 – is currently in Woodland Park with the mechanic getting the oil changed, steering tightened and a few minor problems fixed. Hopefully the truck will be back on Friday and staff can get it back on the Wildland deployment board.
- Training (responsibility assigned to – Chief Bittle)
- Inspections (responsibility assigned to – Mark Stanwood)
- Recruiting (responsibility assigned to – Chief Bittle)
  - The recruit class is continuing to do a great job! All of the recruits have passed their written and practical test for their FFI and are continuing to work on the FFII course.
  - Graduation will be held at Church for All Nations at 4:00 pm on Saturday, October 14, 2023.
  - On Thursday, August 10<sup>th</sup>, staff had a department orientation for nine (9) new recruits. Three (3) recruits are already certified, and staff thought they had six (6) for next year's Fire Academy, however, two (2) have dropped out already.
  - The Department will be testing for more recruits at the end of September.
- Gear (responsibility assigned to – D/E Hall)
- EMS (responsibility assigned to D/E Bosch)
  - The Fire District has had an outbreak of shootings and stabbings lately and after speaking to a couple of El Paso County Deputies who stated that the area is filling up with more homeless personnel and suggested that all personnel watch their backs carefully.
- Wildland (responsibility assigned to D/E Ortiz)

### **Administrative Chief Report – Informational Item (Barrett)**

- Reminded the Board that at the September Board meeting they will be doing Fire Chief Bittle's annual employee evaluation. The current form was given to the Board in this month's packets for use.

#### **D-4 Training and Testing Policy Update**

Chief Bittle informed the Board at the July Board meeting that he and Lt. Bosch have updated this policy and is now requesting the policy to be approved on the first reading. It was moved and seconded (Pesicka/Willcox) to approve the D-4 Training and Testing Policy Update on the first reading. The motion passed unanimously with all Directors voting.

#### **CE-2 Career Employee Compensation Policy Update**

Chief Bittle informed the Board at the July Board meeting that staff has updated this policy to include Juneteenth Day as a Federal Holiday. There was a correction to this updated policy and now staff is requesting it to be approved on the second and final reading. It was moved and seconded (Pesicka/Willcox) to approve the CE-2 Career Employee Compensation Policy Update on the second and final reading. The motion passed unanimously with all Directors voting.

#### **D10 Wildland Response Policy Update**

Chief Bittle informed the Board at the July Board meeting that he has updated this policy and explained his reasons for updating the policy. It was moved and seconded (Pesicka/Willcox) to approve the D10 Wildland Response Policy Update on the second and final reading. The motion passed unanimously with all Directors voting.

#### **Driver / Engineer Job Description Update**

Chief Bittle will inform the Board that since he added that all Career employees must be S212 Wildland Fire Chainsaw certification, this requirement needs to be added to the job description as well. It was moved and seconded (Pesicka/Willcox) to approve the Driver / Engineer Job Description Update on the first reading. The motion passed unanimously with all Directors voting.

#### **Financial Reports**

The July 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 July 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**

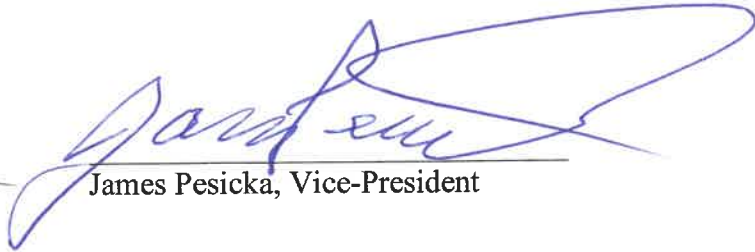
#### **Other Business**

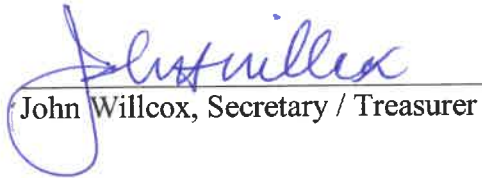
#### **Adjournment**

It was noted that the next regularly scheduled Board of Directors meeting would be held at 3:00 p.m. on September 20, 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 4:34 pm. (Pesicka/Willcox)

  
Robert Colgrove, President

  
James Pesicka, Vice-President

  
John Willcox, Secretary / Treasurer

  
Cindy Dent, Board Director

  
Richard Dull, Board Director