

STRATMOOR HILLS FIRE PROTECTION DISTRICT

Board Meeting Agenda

September 20, 2023

3:00 p.m.

I. Approval of Previous Board Meeting Minutes

- Regular Board Meeting – August 16, 2023

II. Approval of Agenda

III. Public Comment

IV. Unfinished Business:

V. New and Miscellaneous Business:

Fire Chief Report – *Informational Item (Bittle)*

- August 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)*

- Chief Barrett will inform the Board that staff is beginning to prepare the 2024 budget and State law requires staff to submit the proposed budget to the Board no later than October 15th, but it does not require that it be submitted at a meeting. Staff will deliver the proposed budget to each Board member by Friday, September 29, 2023. Chief Barrett will remind the Board that the Budget Workshop is set for Wednesday October 4, 2023, starting at 1:00 pm.
- Will inform the Board that she applied for the El Pomar Wildland Grant for twenty-one (21) sets of Crewboss Trex Wildland gear in the amount of \$19,845.00. El Pomar's Board of Directors did meet mid-August and Chef Bittle called them on September 11, 2023, and was informed that we have been awarded the grant. Staff should receive the check shortly.

F-1 – D-4 Training and Testing Policy Update – Action Item – (Bittle)

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 second and final reading.

Recommended motion”...to approve the D-4 Training and Testing Policy Update on the second and final reading....”

F-2 Driver / Engineer Job Description Update – Action Item – (Bittle)

Chief Bittle will inform the Board that since he has added that all Career employees need to be S212 Wildland Fire Chainsaw certification, this requirement needs to be added to the job description as well.

Recommended motion”...to approve the Driver / Engineer Job Description Update on the second and final reading....”

F-3 - 2024 TruTech Contract – Action Item – (Barrett)

Chief Barrett will inform the Board that Tim Gregg with TruTech IT Services recently informed her and Chief Bittle that he has had to add extra layers of security to their IT services. As a result, he is raising his prices for the Budget year of 2024 quite a bit, however, the Chief Officers feel it is in the best interest of the Fire District to continue with the IT Services to provide safe and protective service. Staff is seeking approval of the enclosed contract and for President Colgrove to sign the contract.

Recommended motion”...to approve the TruTech IT Services contract in the amount of \$805.20 per month....”

F-4 - Volunteer Position Descriptions Update – Action Item – (Bittle)

Chief Bittle will inform the Board that with the addition of the S212 Wildland Fire Chainsaw certification requirement that was added to the Driver/Engineer’s Job Description, it now needs to be added to the Volunteer Position Descriptions. Instead of printing off all of the Position Descriptions, below is the list of positions that the requirement will be added to:

- Volunteer Assistant Fire Chief
- Volunteer Captain
- Volunteer Lieutenant
- Volunteer Lieutenant in Training
- Volunteer Firefighter
- Volunteer Recruit

Recommended motion”...to approve the six (6) Volunteer Position Descriptions update to include the S212 Wildland Fire Chainsaw certification requirement on the first reading....”

F-5 - CE2 Career Employee Compensation Policy Update – Action Item – (Bittle)

Chief Bittle will inform the Board that due to the inflation factors over the last few years, he feels a 3% COLA raise is not enough to help cover the employees’ cost of living. He would like the policy to be changed to be more in line with the actual COLA budgeted number so the employees have a sufficient raise to combat inflation.

Recommended motion”....to approve the CE2 Career Employee Compensation Policy Update on the first 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), involving the performance evaluation of the Fire Chief.

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), involving the performance evaluation of the Fire Chief.

F - 6 Performance Evaluation of Chief Shawn Bittle – Action Item – (Board)

The Fire Chief’s performance of his duties as District Fire Chief shall be evaluated in the month of September utilizing a form that is mutually approved by both parties.

Recommended motion”....to approve the delivery of the Performance Evaluation to Fire Chief Shawn Bittle by Board President, Robert Colgrove.

A motion was made and seconded (_____) to give Chief Bittle a raise of _____ for the 2024 budget year.

VIII. Other Business

IX. Adjournment