

**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 4:28 p.m. on October 18, 2023

Board Members present: President Robert Colgrove, Vice-President James Pesicka, Secretary/Treasurer John Willcox via telephone, Director Cindy Dent, and Director Richard Dull via telephone. District Personnel present: Fire Chief Shawn Bittle and Administrative Chief Dottie Barrett.

**Approval of Previous Board Meeting Minutes**

It was moved and seconded (Pesicka/Dent) to approve the Board meeting minutes for September 20, 2023. The motion passed unanimously with all Directors voting.

**Approval of Agenda**

It was moved and seconded (Pesicka/Dent) to approve the agenda as published. The motion passed unanimously with all Directors voting.

**Public Comment**

**Unfinished Business**

**New and Miscellaneous Business**

**Fire Chief Report** –

- September Calls per District – Chief reported that staff has been busy the last couple of days – we have responded to two (2) wildland fires and two (2) structure fires.
- Status reports
  - Chiefs' notes –
    - D/E Louis Hall has accepted a full-time position with Falcon FD and his last day will be November 10, 2023.
    - Currently the three (3) senior drivers are in Keystone at a Leadership conference.
    - The 2024 Budget included a 10x20 foot storage shed that will be put in the back of the station behind the Lawn and Garden shed. The Water department will be helping with leveling out the ground and installing the flooring.
    - Chief Bittle and Barrett applied for a DFPC (Division of Fire Prevention & Control) and was awarded \$38,000 for new bunker gear. The gear will be purchased directly from the vendor and the state will pay the vendor.
  - Apparatus - (responsibility assigned to – D/E Patalano)

- Engine 418 is getting wrapped up and SVI will be testing all of the components of the truck soon. Staff is hoping to have the truck for the Trunk and Treat and Halloween Cruise. Engine 418 is scheduled to go to the radio shop on November 1<sup>st</sup>.
- Training (responsibility assigned to – Chief Bittle)
- Inspections (responsibility assigned to – Mark Stanwood)
- Recruiting (responsibility assigned to – Chief Bittle)
  - The recruit graduation was last Saturday, October 14<sup>th</sup> and all went well.
  - Currently there are possibly thirteen (13) new recruits for the next Fire Academy.
- Gear (responsibility assigned to – D/E Hall)
- EMS (responsibility assigned to D/E Bosch)
- Wildland (responsibility assigned to D/E Ortiz)

### **Administrative Chief Report**

- Informed the Board that the ESA (Emergency Services Agency) has decided to forgo any more Grant awards, therefore, the Fire District will not receive the grant we applied for earlier in the year.

### **2024 Budget**

Chief Barrett informed the Board that the Colorado Statute requires that the Budget Officer submit the proposed 2024 budget to the Board by October 15<sup>th</sup>. The proposed Budget was delivered to the Board of Directors on Friday, September 29, 2023. Upon receipt of the proposed budget the Board must publish the “Notice of Budget” setting a date and time for public comment on the proposed budget. It was moved and seconded by (Pesicka/Dent) to acknowledge receipt of the proposed 2024 budget. To set and publish a public hearing as required by Colorado Statute for November 15, 2023, at the Board of Directors meeting. To set the date of December 6, 2023, at 3:00 pm for the Board of Directors meeting to adopt the final budget. The motion passed unanimously with all Directors voting.

### **Volunteer Position Descriptions Update**

Chief Bittle informed the Board at the September meeting 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

It was moved and seconded (Pesicka/Dent) to approve the six (6) Volunteer Position Descriptions update to include the S212 Wildland Fire Chainsaw certification requirement on the second and final reading. The motion passed unanimously with all Directors voting.

### **CE2 Career Employee Compensation Policy Update**

Chief Bittle informed the Board at the September meeting that due to the inflation factors over the last few years, he feels a three percent (3%) COLA raise is not enough to help cover the employees' cost of living. He requested 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. It was moved and seconded (Pesicka/Dent) to approve the CE2 Career Employee Compensation Policy Update on the second and final reading. The motion passed unanimously with all Directors voting.

### **D-18 Purchase, Use and Storage of Hazardous Materials on Fire District Property Policy**

Chief Bittle informed the Board that staff has created this policy to prevent the Fire District from incurring a cost to dispose of any hazardous materials. Chief Bittle explained in the meeting that in the past, several employees have allowed chemicals to be dropped off and now the Fire District has to have those chemicals removed at cost to the District. Chief Bittle is requesting this policy to be approved on the first reading. It was moved and seconded (Pesicka/Dent) to approve the D-18 Purchase, Use and Storage of Hazardous Materials on Fire District Property Policy on the first reading. The motion passed unanimously with all Directors voting.

### **D-8 Infection Control Policy Update**

Chief Bittle and Chief Barrett informed the Board that staff has recently updated this policy to remove some outdated medical practices and to remove the requirement that the Fire District provide Influenza Vaccines and TB testing. Staff is requesting this policy update on the first reading. It was moved and seconded (Pesicka/Dent) to approve the D-8 Infection Control Policy Update on the first reading. The motion passed unanimously with all Directors voting.

### **RESOLUTION NO. 2023-001 IN OPPOSITION TO THE STATEWIDE PROPOSAL, PROPOSITION HH**

Chief Bittle explained to the Board that the El Paso County Fire Chiefs have strongly recommended to all of their Board of Directors to approve the resolution to oppose Proposition HH currently on the November Ballot and he is requesting this Board to do the same. It was moved and seconded (Pesicka/Dent) to approve Resolution NO 2023-001 in opposition to the Statewide Proposal Proposition HH. The motion passed unanimously with all Directors voting.

## RESOLUTION NO. 2023-002 FDIC TRAINING BUDGET

At the September Board of Directors meeting Chief Bittle requested the raise that the Board was going to give him be put into a FDIC Training Budget to send several employees and volunteers to the annual conference. Chief Bittle is now requesting the Resolution to be approved at this meeting. Director Dent requested some wording to be changed to make the sentence flow better. It was moved and seconded (Pesicka/Dent) to approve the amended Resolution No. 2023-002 FDIC Training Budget. The motion passed unanimously with all Directors voting.

### Financial Reports

The September 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/Dent) to approve the financial reports as presented for the District for the month of September 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

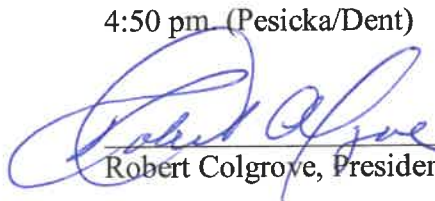
### Other Business

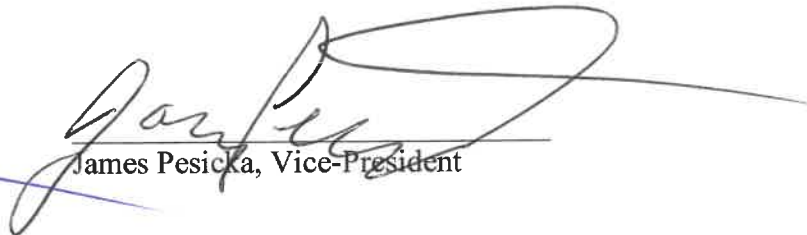
Chief Bittle thanked the Board of Directors for their continuing support for the Fire District especially those that were able to attend the Recruit Graduation. Without the Board of Directors supporting the Fire District, nothing is possible.

### Adjournment

It was noted that the next regularly scheduled Board of Directors meeting would be held at 3:00 p.m. on November 15, 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 4:50 pm (Pesicka/Dent)

  
Robert Colgrove, President

  
James Pesicka, Vice-President

  
John Willcox, Secretary / Treasurer

  
Cindy Dent, Board Director

  
Richard Dull, Board Director