

**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 November 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 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 October 18, 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

New and Miscellaneous Business

Fire Chief Report –

- October Calls per District – Chief reported that the call volume continues to climb, and the snowstorm increased our calls immensely.
- Status reports
 - Chiefs' notes –
 - The 2023 Annual Report is coming along – Chief and Jenn Jones are hoping to have it done before the end of the year.
 - Apparatus - (responsibility assigned to – D/E Patalano)
 - Engine 418 has arrived! After doing some training with the career staff – there were a few small issues that need to be addressed. Engine 418 went into the radio shop to have the David Clark system installed and once it comes back, it will be the first due engine for a month to get everyone adjusted.
 - Engine 414 was rear ended during the snowstorm of October 29th and the adjuster stated that the damage may be \$6500.00. Thankfully the driver that hit the Engine was fully insured.
 - Training (responsibility assigned to – Chief Bittle)
 - Training for the month of November will be on the new Engine.

- Inspections (responsibility assigned to – Mark Stanwood)
- Recruiting (responsibility assigned to – Chief Bittle)
 - Chief stated that we currently have eleven (11) recruits for the next Fire Academy, Chief Barrett tested two (2) more yesterday and hopefully more will be tested in January.
- Gear (responsibility assigned to – D/E Hall)
- EMS (responsibility assigned to D/E Bosch)
 - A pedestrian was killed while walking across S. Hwy 85/87 at night in all black.
- Wildland (responsibility assigned to D/E Ortiz)
 - D/E Ortiz is hoping to have Engine 418 on the Wildland board no later than December 1st.

Administrative Chief Report – Informational Item (Barrett)

- Election results – Proposition HH has failed and according to Department of Local Affairs (DOLA) the budget process will continue as scheduled. Per the news, Governor Polis is wanting to hold an “emergency” legislative session to work on lowering the Property Tax Assessment for fiscal year 2024 – just not dip into the voters TABOR refunds. Chief Bittle and Barrett will continue to keep the Board informed.
- Chief Barrett reminded the Board that the December Board meeting is early due to the Budget process.

2024 Proposed Budget and Public Hearing

Colorado Statutes require a public hearing be held to provide the public with an opportunity to comment on the proposed 2024 Budget. The hearing has been properly posted and published and is now open for public comment. At this time members of the public are invited to question or make comments on the proposed Fire District budget.

Employee Christmas Bonus

Chief Barrett explained that in past years, the Board of Directors have graciously provided a Christmas bonus to the full-time employees. This year the Chief Officers are requesting the Board provide a Christmas bonus of \$600.00 to seven (7) full-time employees and the total amount to be paid will be \$4,200.00. It was moved and seconded (Pesicka/Willcox) to approve a Christmas bonus of \$600.00 to seven (7) full-time employees for a total amount of \$4,200.00. The motion passed unanimously with all Directors voting.

Christmas Party

Chief Bittle informed the Board that the annual Fire Department Christmas party will be held on Saturday, December 2, 2023, from 6:00 – 10:00 pm at the Double Tree Hotel. Please RSVP to Dottie no later than Monday, November 27, 2023.

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

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

D-8 Infection Control Policy Update

Chief Bittle inform the Board at the October meeting 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 second and final reading. It was moved and seconded (Pesicka/Willcox) to approve the D-8 Infection Control Policy Update on the second and final reading. The motion passed unanimously with all Directors voting.

Purchase in between Board Meetings

Chief Barrett informed the Board that on Monday, October 30, 2023, the twenty-seven (27) year old water heater went out at the Fire Station. After getting three (3) bids, staff chose Jolly Plumbing and Heating to replace the water heater at the cost of \$2825.00. The water heater is in the attic and the crew had to dismantle the old heater to bring it through the opening, so the labor was more. Directors Pesicka, Willcox and Dent approved the purchase, and the water heater was installed on Friday, November 3, 2023. It was moved and seconded (Pesicka/Willcox) to approve the purchase and installation of a new water heater for the Fire Station. The motion passed unanimously with all Directors voting.

Part-time Fire Instructor position description

Chief Bittle explained that he has created this position description to assist the Fire Instructor with Fire Academy so that all of the teaching doesn't fall on one person. He explained that other individuals are stronger in areas and if they are interested in teaching that subject, then they should be compensated for their time. The thought is to pay the instructors out of the \$2,000.00 that is collected from the students. It was moved and seconded by (Pesicka/Willcox) to approve the Part-time Fire Instructor position description on the first reading. The motion passed unanimously with all Directors voting.

Financial Reports

The October 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 October 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

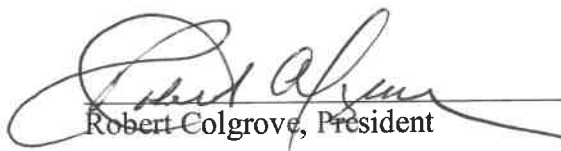
Other Business

Chief Bittle informed the Board that he will be in Missouri for Thanksgiving from November 18 thru November 27, 2023.

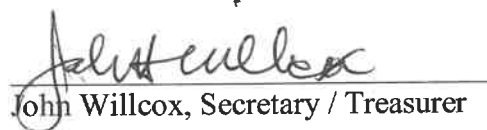
Adjournment

It was noted that the next regularly scheduled Board of Directors meeting would be held at 3:00 p.m. on December 6, 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 3:27 pm. (Pesicka/Willcox)


Robert Colgrove, President


James Pesicka, Vice-President


John Willcox, Secretary / Treasurer

Cindy Dent, Board Director


Richard Dull, Board Director