

# **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 January 09, 2024

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 December 6, 2023. The motion passed unanimously with all Directors voting.

## **Approval of Agenda**

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

## **Public Comment**

## **Unfinished Business**

## **Fire Chief Report –**

- November and December Calls per District – Chief reported that the Fire District ended up with 2154 calls, that is 178 less than 2022.
- Status reports
  - Chiefs' notes –
    - Chief reported that the Major Task List report is something he inherited from Retired Fire Chief Darin Anstine, and he really doesn't feel that it gives him the opportunity to tell the Board all that he would like to. He would like to change the format to a "essay" type report so that he can expand on the changes he wants to make.
  - Apparatus - (responsibility assigned to – D/E Patalano)
    - Engine 418 is still having some minor issues and SVI has been working very hard to fix all of the problems.
  - Training (responsibility assigned to – Chief Bittle)
    - January is committed to CPR classes and Lt. Gabrielson has approximately six (6) classes scheduled for the month.
    - The Water and Sanitation department are requesting to get a class done for their personnel and Chief Barrett will get Lt. Gabrielson and District Manager Medina in contact with each other.

- Inspections (responsibility assigned to – Mark Stanwood)
- Recruiting (responsibility assigned to – Chief Bittle)
- Gear (responsibility assigned to – FF Jones)
- EMS (responsibility assigned to D/E Bosch)
- Wildland (responsibility assigned to D/E Ortiz)

### **Administrative Chief Report**

- Chief Barrett reported that the 2023 Audit has been scheduled for January 30, 2024, with Melissa Sainz and Tom Sistare. Hopefully, Tom Sistare will be able to present the Audit report at the March Board meeting.

### **2024 Official Meeting place/time and Posting Places**

Chief Barrett informed the Board that they need to set the official meeting place/time and posting places for notices of district meetings for 2024. It was moved and seconded (Pesicka/Willcox) to approve the designation of the location, dates and time of the 2024 regular Board Meetings at the Stratmoor Hills Fire Department, 2160 B Street in El Paso County on the third Wednesday of each month at 3:00 p.m. except for the January, June and December meetings which will be held on January 9, 2024, June 12, 2024, and December 11, 2024, at 3:00 p.m. The annual Budget Workshop will be on October 2, 2024. All required District notices will be prominently posted at the Stratmoor Hills Fire Department, the Stratmoor Hills Water District office at 1811 B Street and the Stratmoor Hills Elementary School at 200 Loomis Avenue. The motion passed unanimously with all Directors voting.

### **2023 Amended Budget**

Chief Barrett informed the Board of Directors that the Fire District is over budget and as a result an Amended 2023 Budget must be submitted and approved by the Board. The amendment to the 2023 budget is necessary due to the unbudgeted expenses for the new truck and several line items overbudgeted. It was moved and seconded (Pesicka/Dull) to approve the enclosed Notice as to Proposed Amended Budget for 2023 and set the approval date of February 20, 2024. The motion passed unanimously with all Directors voting.

### **2024 Budget**

Chief Barrett informed the Board that a public notice has been posted and published stating that the 2024 budget has been submitted to the Board and is available for public inspection. This notice also provided notification that a public hearing to consider the budget will be held during this meeting. The enclosed budget has been updated with revenues and expenditures through 12/31/2023 and includes minor modifications to incorporate the updated numbers and the latest information. Chief Barrett informed the Board that with the new Property Tax Assessment Rate change, the Fire District lost approximately \$39,000.00, however, the State of Colorado has guaranteed that it will make up that difference to the District sometime during the year. It was moved and seconded (Pesicka/Dull) to approve the enclosed **RESOLUTION TO ADOPT BUDGET, SET MILL LEVY, AND**

**APPROPRIATE SUMS OF MONEY FOR THE STRATMOOR HILLS FIRE PROTECTION DISTRICT FOR THE YEAR BEGINNING JANUARY 1, 2024, AND ENDING DECEMBER 31, 2024.** The motion passed unanimously with all Directors voting.

## **VI. Financial Reports**

The December 2023 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/Dull) to approve the financial reports as presented for the District for the month of December 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.

## **VII. 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 February 21, 2024, at 2160 B Street, Colorado Springs, CO 80906.

As there was no further business to come before the Board, the meeting was adjourned at 3:15 pm. (Pesicka/Dull)

  
Robert Colgrove, President

  
James Pesicka, Vice-President

  
John Willcox, Secretary / Treasurer

  
Cindy Dent, Board Director

  
Richard Dull, Board Director