

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 July 20, 2022

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 P. 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 June 15, 2022. The motion passed unanimously with all Directors voting.

Approval of Agenda

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

Public Comment

Unfinished Business

Fire Chief Report

- June Calls per District – Chief Bittle reported that the calls continue at a steady pace and that the District could see a 10% increase.
- Status reports
 - Chiefs' notes – see attached informational sheet
 - Three (3) prospective candidates for the advertised Driver/Engineer position will test this Saturday, July 23, 2022. Each candidate will complete four (4) tests and if they pass all of them, they will be invited to an oral interview next week.
 - Apparatus - (responsibility assigned to – D/E)
 - Approximately two-weeks ago Engine 414 had a transmission communication failure and was towed to Trans West by Randy's towing where it was fixed immediately. The following week there was a pressure Relief Valve Air Leak failure and the District's new mechanic from NETC came down and repaired the truck here at the station.
 - Engine 410 had a Transmission Speed Sensor replaced and is back in service.
 - Training (responsibility assigned to – Chief Bittle)
 - July's training is High Rise Drills

- There will be a Portable Pump training with the SOCO team tonight at 18:00 hrs.
- Inspections (responsibility assigned to – Mark Stanwood)
- Recruiting (responsibility assigned to – Chief Bittle)
 - Recruit class is ahead of schedule. The recruits have completed Unit 2 of Firefighter 1.
 - The class average is 95%.
 - Please save the date of Saturday, October 1st for graduation night at 18:00 hrs.
- Gear (responsibility assigned to – D/E Frazier)
- EMS (responsibility assigned to D/E Bosch)
 - A shooting occurred across the street from the fire station in the field and the male patient is recovering.
- Wildland (responsibility assigned to D/E)
 - Chief Bittle informed the Board that tomorrow, July 21, 2022, the SOCO Wildland Team will be doing a Press Release at Security FD Station 1 to announce the SOCO Wildland Team Supervisor Shane Coyne. Chief gave a brief history of Mr. Coyne's Firefighting experience, and he feels that Mr. Coyne will be a great asset.

Administrative Chief Report – Informational Item (Barrett)

- Chief Barrett informed the Board that the Colorado Family and Medical Leave Insurance program will take effect on January 1, 2024, however, if the Fire District chooses to participate in this program, contributions must start on January 1, 2023. Kevin Niles (Water and Sanitation District Manager) will be giving a presentation in his meeting today and the Fire District will come to the Board in August for their vote. Several flyers were given to the Board for their information.

Super Vac Inc. (SVI) Trucks financial request

Chief Bittle informed the Board at the June Board meeting that SVI had sent a letter to staff requesting an additional \$7,300.00 for the new fire truck that they are building for us. Discussion took place at that time where the Board requested Chief Bittle inquire as to what SVI could give the department in exchange for this extra payment. Chief Bittle presented a response letter to the Board regarding his discussion with the President of SVI offering to extend the warranty and no additional charges. It was moved and seconded (Pesicka/Dull) to approve the \$7,300.00 additional payment to SVI based on Fire Chief Bittle's recommendation. The motion passed with four (4) Directors voting for and one (1) Director voting against the motion.

B-5 Expenditures Authorization Policy Update

Chief Barrett informed the Board that this policy update included language about items that exceed a budgeted line item and presenting the information to the Board at the next Board meeting. Director Dent inquired if the language excluded another item that was in the original policy and Chief Barrett informed the Board that this

combined the two (2) items. It was moved and seconded (Pesicka/Dull) to approve B-5 Expenditures Authorization Policy Update on the first reading. The motion passed unanimously with all Directors voting.

D-5 Computer/Printer/Copy Machine/Email & Social Media Policy Update

Chief Barrett informed the Board that the updates to this policy are a result of some of the SDA recommendations that came from the SDA Workshop that staff attended. The recommendations were regarding employees' emails on department computers. It was moved and seconded (Pesicka/Dull) to approve D-5 Computer/Printer/Copy Machine/Email and Social Media Policy update on the first reading. The motion passed unanimously with all Directors voting.

B-1 Access to Public Records & Fee Schedule Policy Update

Chief Barrett informed the Board that the updates to this policy are a result of some of the SDA recommendations that came from the SDA Workshop that staff attended. The recommendation was regarding the increased cost of research and copy of reports from \$10.00 to \$33.58 per Colorado State Revised Statutes. It was moved and seconded (Pesicka/Willcox) to approve B-1 Access to Public Records and Fee Schedule Policy update on the first reading. The motion passed unanimously with all Directors voting.

Department Website ADA Compliance

Chief Bittle informed the Board that he has been working with Fire Companies regarding the new Website and the ADA compliance requirements. Chief stated he researched numerous Website companies and felt that Fire Companies is giving the best option. Chief presented a contract for services to be signed by President Colgrove and is wanting to have this in place for the new Website to go live in January 2023. It was moved and seconded (Pesicka/Willcox) to approve the Fire Companies Website contract and have President Colgrove sign. The motion passed unanimously with all Directors voting.

DEF Container and Pump Purchase

Chief Bittle informed the Board that staff has researched this subject to help reduce the total cost of our DEF Fluid. Staff has been told that there will be a DEF shortage soon and this will help provide the necessary fluid and cut the cost. The District currently pays between \$12.00 - \$14.00 / 2.5-gallon container and this container will hold 330-gallons - then we can get it refilled from a local vender for much cheaper than purchasing through NAPA. A flyer was enclosed for the Board's review. It was moved and seconded (Pesicka/Willcox) to approve the purchase of the Blue DEF 330-gallon Tote from Keller-Heart Oil for \$1828.20. The motion passed unanimously with all Directors voting.

Skid unit purchase

Chief Bittle informed the Board that one of his 2023 Operational ideas is to turn Brush Truck 440 into a true Brush Truck by removing the current water tank, pump and accessories and adding a "skid unit". Northeast Teller Fire Department currently has a 200-gallon tank with supplies (flyer enclosed) and is willing to sell the Darley Skid Unit to the Fire District for \$5,000.00. Chief explained to the Board why this purchase is necessary. It was moved and seconded (Pesicka/Willcox) to purchase the 2002 Darley Skid Unit from Northeast Teller Fire District for the amount of \$5,000.00. The motion passed unanimously with all Directors voting.

Brush Truck Purchase

Chief Bittle informed the Board that along with the Skid Unit he would like to purchase a 2022 Chevrolet 3500 Crew Cab truck for a deployable Brush Truck. Chief Bittle provided a flyer with the complete financing options and explained his reason for this purchase. He feels that the skid unit will fit and work better on this new truck and the Firefighters' will be safer. He wants to turn the current truck into a utility truck for transporting equipment, personnel etc. Discussion took place regarding the money the District makes from Wildland Deployments is to be put towards the principal of the loan to help pay off the lease quicker. It was moved and seconded (Pesicka/Willcox) to approve the purchase of the 2022 Chevrolet 3500 Crew Cab Truck at the cost of \$80,000.00 and finance the purchase as presented.

Financial Reports

The June check register report where the taxes, employee retirement and paycheck (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 June 2022, 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

It was moved and seconded (Pesicka/Willcox) to enter into executive session to discuss personnel matters pursuant to C.R.S. 24-6-402(4) (f). at 4:10 pm.

Members of the public not participating in the executive session were asked to leave the room.

It was moved and seconded (Pesicka/Willcox) to exit from executive session to discuss personnel matters pursuant to C.R.S. 24-6-402(4) (f). at 4:40 pm.

Other Business

- Director Willcox congratulated Chief Bittle and the Firefighter's on a successful Water Games event in Sinton Park on Sunday, July 3rd. Chief Bittle stated it was a lot of fun and a good turnout.

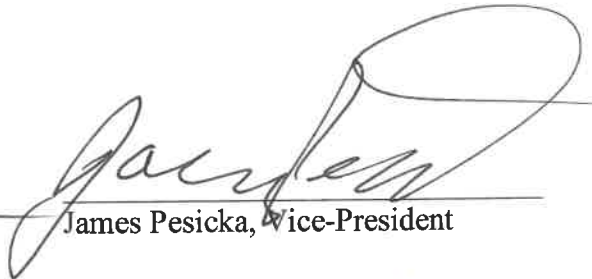
Adjournment

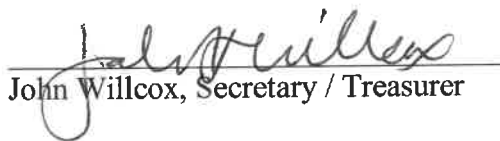
It was noted that the next regularly scheduled Board of Directors meeting would be held at 3:00 p.m. on August 17, 2022, at 2160 B Street, Colorado Springs, CO 80906.

As there was no further business to come before the Board, the meeting was adjourned at

4:40 pm. (Pesicka/Willcox)


Robert Colgrove, President


James Pesicka, Vice-President


John Willcox, Secretary / Treasurer


Cindy Dent, Director


Richard Dull, Director