

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 September 15, 2021.

Board Members present: President Robert Colgrove, Vice-President James Pesicka, Secretary/Treasurer John Willcox, and Director Dianne Cooper. Director Joseph Novak was present 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/Willcox) to approve the Board meeting minutes for August 18, 2021. The motion passed unanimously with all Directors voting.

Approval of Agenda

It was moved and seconded (Pesicka/Willcox) to approve the amended agenda with the addition of F-5 Lieutenant position. The motion passed unanimously with all Directors voting.

Public Comment

Unfinished Business

Fire Chief Report – Informational Item (Bittle)

- August Calls per District – Director Cooper inquired that the vehicle total is different than the call total – Chief Bittle and Barrett explained that the Fire District does not respond to all calls due to other calls, manpower etc., however, the call is reported into our system and must be accounted for.
- Status reports
 - Chiefs' notes –
 - Chief reported that now that the recruit graduation is done, he will get back on track of the task list.
 - Informed the Board that the Federal Government gave FEMA \$75,000,000.00 more for the grant program and now FEMA personnel are having to review the grants again so it may be longer before staff hears the results.
 - Apparatus - (responsibility assigned to – D/E Lindsey)
 - 410 door fixture – SFD has been very busy, and staff will be taking this truck to Rainbow Collision in Fountain for the door repair.
 - Engine 414 – staff replaced some red flashing lights with red, blue, and white LED lights that are Class I standard lights and a technician that installs radios and lights did the installation for free.

- Training (responsibility assigned to – Chief Bittle)
 - Gave a detailed explanation of the new training program that was handed out in the Board packets.
- Inspections (responsibility assigned to – Mark Stanwood)
- Recruiting (responsibility assigned to – Chief Bittle)
- Gear (responsibility assigned to – D/E Frazier)
- EMS (responsibility assigned to D/E Bosch)
- Wildland (responsibility assigned to D/E Tyler)

Administrative Chief Report – *Informational Item* (Barrett)

2022 Budget

Chief Barrett informed the Board that staff is beginning to prepare the 2022 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 budgets to each Board member by Friday, October 1, 2021. Due to the possibility of not receiving the FEMA Grant, staff will present two (2) preliminary budgets to the Board – one (1) as if we got the grant and one (1) as if we don't get the grant. Chief Barrett reminded the Board that the Budget Workshop is set for Wednesday October 6, 2021, starting at 1:00 pm.

CE-4 Career Employee Conduct Policy Update

Chief Bittle presented this policy to the Board at the August Board meeting, however, Director Cooper has some questions and concerns that she wanted answered prior to the Board approving this policy. Staff had the Fire District Attorney; Andrew Swan re-look this policy over for clarification to Director Coopers inquiries and he made some changes. Director Cooper had some more questions and corrections that she wanted discussed and also inquired as whether this policy shouldn't be combined with the V-3 Volunteer Member and Recruit Conduct Policy. After discussion and amending this policy, Chief Bittle requested it be approved on the first reading. It was moved and seconded (Pesicka/Willcox) to approve the CE-4 Career Employee Conduct amended Policy update on the first reading. The motion passed unanimously with all Directors voting.

V-3 Volunteer Member and Recruit Conduct Policy Update

Chief Bittle presented this policy to the Board at the August Board meeting, however, Director Cooper has some questions and concerns that she wanted answered prior to the Board approving this policy. Staff had the Fire District Attorney; Andrew Swan re-look this policy over for clarification to Director Coopers inquiries and he made some changes. Director Cooper had some more questions and corrections that she wanted discussed and also inquired as whether this policy shouldn't be combined with the CE-4 Career Employee Conduct Policy. After discussion and amending this policy, Chief Bittle requested it be approved on the first reading. Chief Bittle is requesting this policy update to be approved on the first reading. It was moved and seconded (Pesicka/Willcox) to approve the V-3 Volunteer Member and Recruit Conduct amended Policy update on the first reading. The motion passed unanimously with all Directors voting.

Driver / Engineer Job Description Update

Chief Bittle presented this job description to Board at the August Board meeting and included the requirement of Driver/Operator Pumper and Wildland Deployment. Chief Bittle is requesting this job description to approved on the second and final reading. It was moved and seconded (Pesicka/Willcox) to approve the Driver/Engineer Job Description on the second and final reading. The motion passed unanimously with all Directors voting.

Lieutenant Job Description

Chief Bittle presented this new job description for Board approval. He informed the Board that he feels a Company Officer is needed for the department and since staff has not received any Fire Captain applications, he would like to try for a Lieutenant instead. It was moved and seconded (Pesicka/Willcox) to approve the Lieutenant Job Description on the first reading. The motion passed unanimously with all Directors voting.

Financial Reports

The August 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 August 2021, 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

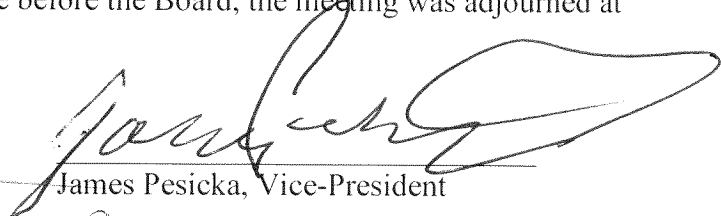
Adjournment

It was noted that the next regularly scheduled Board of Directors meeting would be held at 3:00 p.m. on October 20, 2021, at 2160 B Street, Colorado Springs, CO 80906.

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

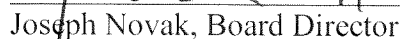
4:04 pm. (Pesicka/Willcox)


Robert Colgrove, President


James Pesicka, Vice-President


John Willcox, Secretary / Treasurer


Dianne Cooper, Board Director


Joseph Novak, Board Director