

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 3:49 p.m. on October 20, 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. Audience members present: Cindy Dent.

Approval of Previous Board Meeting Minutes

It was moved and seconded (Pesicka/Willcox) to approve the Board meeting minutes for September 15, 2021. The motion passed unanimously with all Directors voting.

It was moved and seconded (Pesicka/Willcox) to approve the Special Board meeting minutes for September 27, 2021. The motion passed unanimously with all Directors voting.

Approval of Agenda

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

Public Comment

Unfinished Business

Fire Chief Report – *Informational Item (Bittle)*

- September Calls per District – the Fire District is on track to surpass 2,000 calls this year.
- Status reports
 - Chiefs' notes –
 - The training room remodel is in progress – the Manager of Home Depot was generous and donated about \$500.00 worth of drywall and 2x4 studs for the remodel.
 - The garden shed has been primed and will be painted this weekend.
 - Reported that there is a very large sewer back-up from the Fire station to the main sewer line and staff will be calling in an Excavator to dig up the pipe – will report back to the Board when complete.
 - Apparatus - (responsibility assigned to – D/E Lindsey)
 - 410 has a new roll-up door
 - New 410 (WUI truck) has been assigned a number and Chief Bittle and D/E Bosch will be meeting with SVI personnel on

- Wednesday, November 10, 2021, for a preconstruction meeting in Fort Collins.
 - Staff is awaiting on a roll-up door and bumper for Engine 414 for repairs.
 - Training (responsibility assigned to – Chief Bittle)
 - In October Chief changed the training schedule to “shift” training and will training continue for the month of November
 - Inspections (responsibility assigned to – Mark Stanwood)
 - Recruiting (responsibility assigned to – Chief Bittle)
 - Reported that four (4) recruits from the CMP Academy have left the department due to military and life commitments.
 - Staff will be starting the 2021-3 recruit class in November / December time frame and currently there are sixteen applicants
 - Gear (responsibility assigned to – D/E Frazier)
 - EMS (responsibility assigned to D/E Bosch)
 - Thursday, October 21, 2021, is the department’s annual EMS Skills testing at 18:30 hrs. All EMT certified personnel are required to attend this testing from UC Health who will provide personnel to come do the testing.
 - Wildland (responsibility assigned to D/E Tyler)

Administrative Chief Report – *Informational Item* (Barrett)

2022 Budget

Chief Barrett informed the Board that Colorado Statute Colorado Statute C.R.S. 29-1-105 requires – “No later than October 15 of each year, the person appointed to prepare the budget shall submit such budget to the governing body.” The budget for 2022 was delivered to the Board of Directors on October 1, 2021. Upon receipt of the proposed budget, the governing body must publish the “Notice of Budget” setting a date and time for public comment on the proposed budget. It was moved and seconded (Pesicka/Willcox) to acknowledge receipt of the proposed 2022 budget. To set and publish a public hearing as required by Colorado Statute for November 17, 2021, at the Board of Directors meeting. To set the date of December 8, 2021, at 3:00 pm for the Board of Directors meeting to adopt the final budget. The motion passed unanimously with all Directors voting.

United Land Holdings LLC and 2104 LLC Fire Contracts renewal

Chief Barrett informed the Board of Directors that the owners of United Land Holdings LLC and 2104 LLC have decided not to renew the Fire Contract due to the fact they only have vacant land and have decided not to pay for Fire Protection.

CE-4 Career Employee Conduct Policy Update

Chief Bittle presented this policy update at the August, September, and October Board meetings and after several amendments and corrections he is now requesting this amended policy update to be approved on the second and final reading. It was moved and seconded (Cooper/Pesicka) to approve the amended and corrected CE-4 Career Employee Conduct Policy update on the second and final reading. The motion passed unanimously with all Directors voting.

V-3 Volunteer Member and Recruit Conduct Policy Update

Chief Bittle presented this policy update at the August, September, and October Board meetings and after several amendments and corrections he is now requesting this amended policy update to be approved on the second and final reading. It was moved and seconded (Willcox/Pesicka) to approve the amended and corrected V-3 Volunteer Member and Recruit Conduct Policy update on the second and final reading. The motion passed unanimously with all Directors voting.

Lieutenant Job Description

Chief Bittle presented this Job Description at the September Board meeting for approval on the first reading and is now requesting approval on the second and final reading. Chief explained that staff has not received any applications for the Lieutenant position, and we will advertise for another month, however, if no applications are received, then he will want to move to a Wildland Coordinator position next. It was moved and seconded (Willcox/Pesicka) to approve the Lieutenant Job Description on the second and final reading. The motion passed unanimously with all Directors voting.

Volunteer Fire Instructor Job Description

Chief Bittle presented this new position and job description to the Board for approval. Chief explained his reason for creating this position and informed the Board that Jeff Cirinelli who has thirty (30) years in the fire service and wants to bring that experience and knowledge to the department. He will not be working shifts but according to the Job Description will be responsible for numerous training and attendance at major training events. It was moved and seconded (Pesicka/Willcox) to approve the Instructor Job Description on the first reading. The motion passed unanimously with all Directors voting.

Financial Reports

The September 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 September 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.

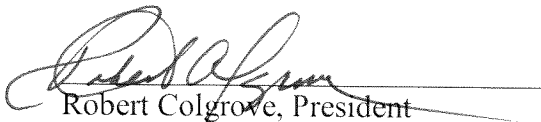
Executive Session

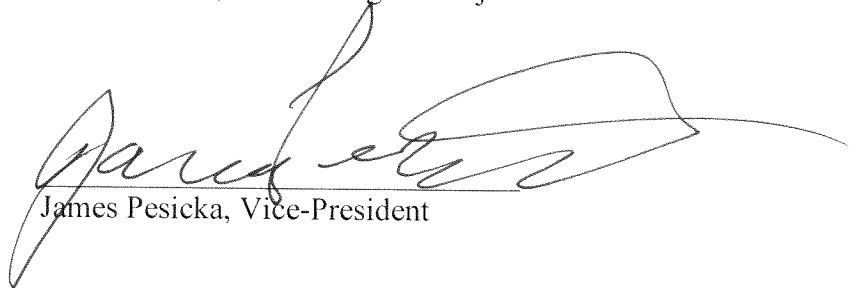
Other Business

Adjournment

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

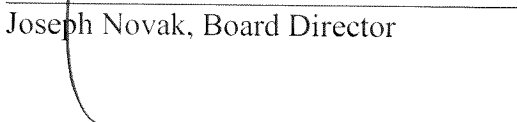
As there was no further business to come before the Board, the meeting was adjourned at 16:36 pm. (Pesicka/Willcox)


Robert Colgrove, President


James Pesicka, Vice-President


John Willcox, Secretary / Treasurer

Dianne Cooper, Board Director


Joseph Novak, Board Director