

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 4:00 p.m. on April 19, 2021. Board Members present: President Robert Colgrove, Vice-President James Pesicka, Secretary/Treasurer John Willcox, Director Dianne Cooper, and Director Joseph Novak. 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 March 17, 2021. The motion passed unanimously with all Directors voting.

Approval of Agenda

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

Public Comment

Unfinished Business

Fire Chief Report – *Informational Item (Bittle)*

- March Calls per District
 - Chief passed out a colored graph of the calls for service, calls by district and apparatus response. He also included colored graphs from the Aladtec reports of hours worked by personnel and volunteers training hours. He explained that in a combination Fire Department the number of working hours between the paid staff and volunteers should be equal in that the volunteers are pulling shifts that equal the Driver's shifts. Staff is planning on bringing more recruits in June and once the current recruits finish the Academy – the department will have a big group of certified members.
- Status reports
 - Chiefs' notes – see attached informational sheet
 - Reported that the roof prop has been completed
 - Director Cooper inquired about the Fire Corps Program and Chief stated he is looking into having some of the new recruits help with this process.
 - Inquiry about the signal light out front of the station and per Chief- the Department of Transportation has stated they will not be fixing the light but if we wanted it working – we will have to pay for it to be repaired.

- Apparatus - (responsibility assigned to – D/E Lindsey)
 - Chief reported that 414 is out of service due to the Multiplexer issues and he is researching for a mechanic that can fix the problem.
- Training (responsibility assigned to – Chief Bittle)
 - D/E Frazier and Tyler and Volunteer Lt. Nick Lawson have received their Class 4 FF badge after attending a S-212 Wildland Chain saw class.
 - D/E Bosch has been attending numerous classes over the last six (6) months and will be attaining her Class 1 FF badge after she takes her Wildland Pack Test.
- 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 Capt. Ortega / D/E Tyler)

Administrative Chief Report

None

2021 Employee Health Plan Renewal

Chief Barrett explained to the Board that the Employee Health Insurance is due for renewal on May 1, 2021 and she included a spreadsheet with the cost for the Insurance policies that are offered to the paid staff. Chief Barrett explained that this year's increase of 2.5% is the smallest renewal increase the District has ever had and unfortunately, the 2021 Budget reflects what the district was paying for seven (7) employees instead of the eight (8) that we usually have. With the passing of D/E Grimes and Captain Ortega not having Health Insurance yet staff calculated the budget short and as a result the District will be over budget on this line item by \$658.80 dollars. It was moved and seconded (Willcox/Novak) to approve the District's Health Insurance Plan renewal effective May 1, 2021. The motion passed unanimously with all Directors voting.

A1 Board of Directors Policy Update

President Colgrove informed the Board at the March Board meeting that with the guidance and assistance from Ann Terry, Executive Director of the Special District Association (SDA) this policy had been updated with several updates and the addition of Section 7- 7.7: Code of Ethics. Ann Terry submitted the final revision and staff is now seeking approval on the second and final reading. It was moved and seconded (Willcox/Pesicka) to approve the A1 Board of Directors policy update on the second and final reading. The motion passed unanimously with all Directors voting.

CE-2 Career Compensation Policy Update

Chief Bittle informed the Board that he and Chief Barrett worked with Meredith McDonald, Hall & Evans, Attorney at Law who is a Fair Labor Standards Attorney and she provided a major overhaul of this policy. The updated information includes new FLSA rules and regulations regarding hourly wages, over-time pay, and compensation. A big change to this policy will be the removal of the Holiday pay of \$120.00/ Driver for those that work any of the nine (9) recognized holidays. Meredith informed staff that that is incorrect and that either the District pays overtime to the Drivers or remove the Holiday pay out completely. Since the District cannot afford overtime, the Chief Officers submitted an alternative of increasing the end of the year Christmas Bonus to help offset the loss of money for this year. Director Cooper suggested that the wording in Section 10 regarding that the Holidays are provided for the Administrative staff instead of all of the employees. The changes will be made and presented for the second and final reading. The Chief Officers are requesting these new updates are approved on the first reading. It was moved and seconded (Willcox/Pesicka) to approve the amended CE-2 Career Compensation Policy Update on the first reading. The motion passed unanimously with all Directors voting.

V-9 Volunteer Member / Recruit Annual Stipend Policy Update

Chief Bittle informed the Board in March that he updated this policy in regard to the amount that a Volunteer Member can receive for pulling a Career Staff Coverage from \$12.00 to \$82.00 for the twenty-four (24) hour shift. Chief explained that he wants to be able to offer the twenty-four hour shifts to the volunteers as a reward for working as hard as they do, however, staff has to stay within the Fair Labor Standards Act (FLSA) requirements for volunteers and the stipend allotted amount. It was moved and seconded (Pesicka/Novak) to approve the V-9 Volunteer Member / Recruit Annual Stipend Policy Update on the second and final reading. The motion passed unanimously with all Directors voting.

James (Jimmy) Light Retirement Resolution

Retired Firefighter/Lieutenant/Captain/Dispatcher James Light has dedicated thirty-seven (37)-years to the Fire Department and Chiefs' Bittle and Barrett would like him to be recognized with the enclosed Resolution that will be read and presented to James at his retirement party that will be announced at a later date. Director Pesicka inquired about a gift from the Department for Jim and Chief stated that Chief Barrett was making a gift and that the Volunteers would probably get Jim something from the Corporation. Chief Barrett informed the Board that the retirement party will be held here at the station and then a after party at the Fountain VFW and when the dates are settled on – staff will pass out the information. It was moved and seconded (Pesicka/Willcox) to approve the James Light Retirement Resolution for presentation. The motion passed unanimously with all Directors voting.

Expenditures between Board meetings approval

Chief Bittle informed the Board that on Tuesday, March 23, 2021 he called and got approval from three (3) Board members (Willcox, Novak and Colgrove) for the purchase of one (1) BK King P25 VHF Wildland Portable Radio and one (1) BK King P25 VHF Digital dash mount mobile radio (see enclosed quote) to start upgrading the Wildland radios at the cost of \$5,113.65. Chief explained that the District will be using the Wildland funds to pay for these radios and explained how the radios work while on scene and with other units on the fire. It was moved and seconded (Willcox/Pesicka) to approve the purchase of one (1) BK King P25 VHF Wildland Portable Radio and one (1) BK King P25 VHF Digital dash mount mobile radio at the cost of \$5,113.65. The motion passed unanimously with all Directors voting.

D-17 Ride Along Policy, Instructions, and Waiver

Chief Bittle informed the Board that this policy is to allow the public, Board members, family, future recruit cadets, and anyone else that wants to do a Ride Along with the Fire Department. He explained that this is a great recruiting tool for future volunteers as it will help with the ability to see how the Fire Department operates. This policy has been fully vetted by the Fire Department Insurance company – (Special District Association) and the District Attorney, Andrew Swan. Director Cooper found a grammatical error on the Waiver form and that will be corrected for the second and final reading. Discussion about how many personnel can work shifts at one time and do the individuals have to stay for the full twelve (12) hours took place. It was moved and seconded (Pesicka/Novak) to approve the amended D-17 Ride Along Policy, Instructions and Waiver on the first reading. The motion passed unanimously with all Directors voting.

Financial Reports

The March check register report where the taxes, employee retirement and paycheck (Electronic Funds Transfers (EFT)) payments are highlighted; was enclosed for the Directors' review. Chief Barrett informed the Board that the Grant and Donations line item will be over the budgeted amount due to two (2) Grants that were applied for and received by the District recently. It was moved and seconded (Pesicka/Novak) to approve the financial reports as presented for the District for the month of March 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.

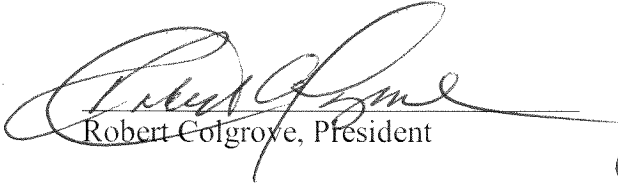
Executive Session

Other Business

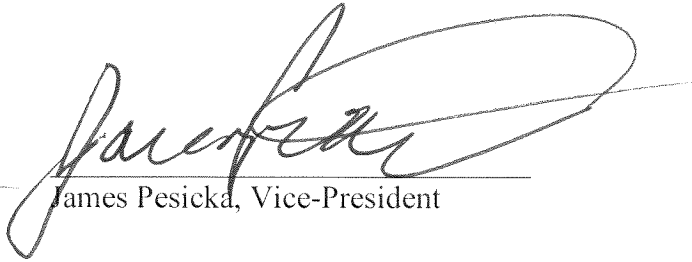
Adjournment

It was noted that the next regularly scheduled Board of Directors meeting would be held at 3:00 p.m. on May 19, 2021 at 2160 B Street, Colorado Springs, CO 80906.

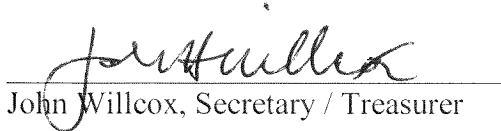
As there was no further business to come before the Board, the meeting was adjourned at
5:00 pm. (Willcox/Novak)



Robert Colgrove, President

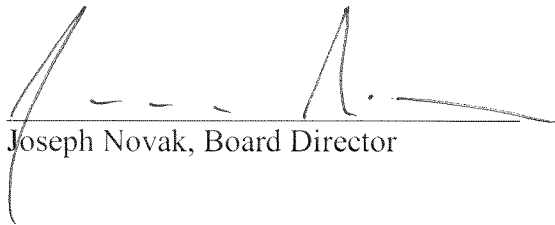


James Pesicka, Vice-President



John Willcox, Secretary / Treasurer

Dianne Cooper, Board Director



Joseph Novak, Board Director