

STRATMOOR HILLS FIRE PROTECTION DISTRICT

Board Meeting Agenda

January 20, 2021

3:00 p.m.

I. Approval of Previous Board Meeting Minutes

December 09, 2020 –

** Director Cooper was absent at the December meeting and President Tom Wehrkamp died on December 11, 2020 – only three (3) Board members (Colgrove, Pesicka and Willcox) will be approving these minutes***

II. Approval of Agenda

III. Public Comment

IV. Unfinished Business:

V. New and Miscellaneous Business:

Fire Chief Report – *Informational Item (Bittle)*

- December Calls per District
- Status reports
 - Chiefs notes – see attached informational sheet.
 - Apparatus - (responsibility assigned to – D/E Lindsey)
 - Training (responsibility assigned to – Chief Bittle)
 - 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)

CEO Report – *Informational Item – (Anstine)*

Administrative Chief Report – *Informational Item (Barrett)*

- The 2021 budget and associated paperwork has been filed with El Paso County Commissioners, El Paso County Assessor and Department of Local Affairs.
- The 2020 Audit has been scheduled for January 26, 2021 with Tom Sistare and Melissa Sainz. Mr. Sistare has scheduled 2-days to do the audit, however it usually only takes 1-day. Hopefully, he will be able to present the Audit report at the March Board meeting.

F-1 - Appointment of new Board Member – Action Item – (Colgrove)

Due to the passing of Board President Thomas Wehrkamp, a Board position is open and at this time the Board will need to appoint his replacement. Joseph Novack and Gretchen Kasameyer have expressed interest in joining the Board at this time. Each candidate will be interviewed by the Board and answer any questions if needed.

Recommended motion”....to appoint _____ as a Board Director until the election in May 2022....”

F-2 - Election of Board Officers - Action Item (Board Members)

At this time, the Board needs to elect a President/Chairperson, Vice President/Chairperson, and Secretary / Treasurer of the Board of Directors (if needed).

Recommended motion”

to elect _____ as President

to elect _____ as Vice Chairperson

to elect _____ as Secretary / Treasurer

of the Board of Directors....”

F-3 - Bank Resolution – Action Item – (Barrett)

Chief Barrett will inform the Board of Directors that with one (1) new Board member, it is required to add him/her to the Bank Account and remove the previous Board Member.

Recommended motion....”to adopt the bank resolution authorizing the new Board member to sign checks and transfer funds....”

F-4 - Official Meeting place/time and Posting Places – Action Item (Barrett)

To set the official meeting place/time and posting places for notices of district meetings for 2021.

Recommended motion....” to approve the designation of the location, dates and time of the 2021 regular Board Meetings as: 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 December meeting which will be held on December 8th at 3:00 p.m. The annual Budget Workshop will be on October 6, 2021. 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.”

F-5 - CEO Darin Anstine Employment Agreement – Action Item – (Board)

CEO Anstine’s Employment Agreement expired January 6, 2021 and at the December Board meeting, former President Wehrkamp announced that the future of this position will be discussed at this meeting.

Recommended motion”....to _____ the position of CEO Anstine...”

F-6 - Appointment of Stephen M. Ortega as a permanent full-time employee – Action Item (Bittle)

Stephen M. Ortega was hired as a probationary full-time Fire Captain on October 19, 2020. Captain Ortega will have completed his three (3)-month probationary period on January 19, 2021 and has met our requirements and expectations and is recommended for permanent full-time employment.

Recommended motion “... to approve Stephen M. Ortega as a permanent full-time Fire Captain effective January 19, 2021.”

F-7 – CE-3 Career General Employment Policy Update – Action Item – (Bittle)

Chief Bittle has made a change to this policy regarding the employee probation time from ninety (90) days to one (1) year and is requesting approval on the first reading.

Recommended motion”....to approve the CE-3 Career General Employment Policy update on the first reading....”

F-8 - D-6 Uniform Policy Update – Action Item – (Bittle)

Chief Bittle has made changes to this policy regarding off-duty uniforms and recruit duty shirts and is requesting approval on the first reading.

Recommended motion”....to approve the D-6 Uniform Policy update on the first reading....”

VI. Financial Reports

VII. Executive Session

Recommended motion “. . . to enter into executive session to discuss personnel matters pursuant to C.R.S. 24-6-402(4) (f).”

Members of the public not participating in the executive session will leave the room.)

Recommended motion “. . . to exit from executive session to discuss personnel matters pursuant to C.R.S. 24-6-402(4) (f).”

VIII. Other Business

IX. Adjournment