

STRATMOOR HILLS FIRE PROTECTION DISTRICT

Board Meeting Agenda

April 21, 2021

3:00 p.m.

I. Approval of Previous Board Meeting Minutes

March 17, 2021

II. Approval of Agenda

III. Public Comment

IV. Unfinished Business:

V. New and Miscellaneous Business:

Fire Chief Report – *Informational Item (Bittle)*

- March 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)

Administrative Chief Report – *Informational Item (Barrett)*

F-1 - 2021 Employee Health Plan Renewal - *Action Item (Barrett)*

Chief Barrett will inform the Board that the Employee Health Insurance is due for renewal on May 1, 2021 and has included a spreadsheet with the cost for the Insurance policies that are offered to the paid staff. Chief Barrett will explain that this year's budget increase of 2.5% was based off of seven (7) employees, instead of the eight (8) that we usually have due to the passing of D/E Grimes and Captain Ortega not having Health Insurance yet, so the District will be over budget on this line item by \$658.80 dollars.

Recommended motion “....to approve the District's Health Insurance Plan renewal effective May 1, 2021....”

F-2 – A1 Board of Directors Policy Update – Action Item (Colgrove)

President Colgrove informed the Board at the March Board meeting that with the guidance and assistance from the Ann Terry, Executive Director of the Special District Association (SDA) this policy has been updated with several updates and the addition of Section 7- 7.7: Code of Ethics. There was a lot of discussion and more amendments/changes were suggested for approval. Ann Terry has submitted the final revision and staff is now seeking approval on the second and final reading.

Recommended motion”....to approve the A1 Board of Directors policy update on the second and final reading....”

F-3 - CE-2 Career Compensation Policy Update – Action Item – (Bittle)

Chief Bittle will inform the Board that he and Chief Barrett have worked with Meredith McDonald, Hall & Evans, Attorney at Law who is a Fair Labor Standards Attorney and she has provided a major overhaul of this policy. The updated information includes new FLSA rules and regulations regarding hourly wages, over-time pay, and compensation. Chief officers are requesting these new updates are approved on the first reading.

Recommended motion”....to approve the CE-2 Career Compensation Policy Update on the first reading.....”

F-4 - V-9 Volunteer Member / Recruit Annual Stipend Policy Update – Action Item – (Bittle)

Chief Bittle informed the Board in March that he has 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.

Recommended motion”....to approve the V-9 Volunteer Member / Recruit Annual Stipend Policy Update on the second and final reading....”

F-5 - James (Jimmy) Light Retirement Resolution– Action Item (Board of Directors)

Retired Firefighter/Lieutenant/Captain/Dispatcher James Light has dedicated 37-years to the Fire Department and Chief Bittle and Chief 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.

Recommended motion”to approve James Light Retirement Resolution for presentation.....”

F-6 - Expenditures between Board meetings approval – Action Item – (Bittle)

Chief Bittle will inform 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. Staff will be using the Wildland funds to pay for these radios.

Recommended motion”.... 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....”

F-7 - D-17 Ride Along Policy, Instructions, and Waiver – Action Item – (Bittle)

Chief Bittle will inform the Board that this policy is to allow the public, Board, family, future recruit cadets, and anyone else that want to do a Ride Along. He will explain that this is a great recruiting tool for future volunteers, and 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. Chief Bittle is requesting approval in the first reading.

Recommended motion”....to approve D-17 Ride Along Policy, Instructions and Waiver on the first reading....”

VI. Financial Reports

VII. Executive Session

VIII. Other Business

IX. Adjournment