

STRATMOOR HILLS FIRE PROTECTION DISTRICT

Board Meeting Agenda

February 17, 2021

3:00 p.m.

I. Approval of Previous Board Meeting Minutes

January 20, 2021

II. Approval of Agenda

III. Public Comment

IV. Unfinished Business:

V. New and Miscellaneous Business:

Fire Chief Report – *Informational Item (Bittle)*

- January 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 – CE-3 Career General Employment Policy Update – *Action Item* – (Bittle)

Chief Bittle presented his changes to this policy at the January Board meeting regarding the employee probation time from ninety (90) days to one (1) year and is requesting the Board approval on the second and final reading.

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

F-2 - D-6 Uniform Policy Update – *Action Item* – (Bittle)

Chief Bittle presented numerous changes to this policy at the January Board meeting regarding off-duty uniforms and is requesting Board approval on the second and final reading.

Recommended motion”....to approve the D-6 Uniform Policy update on the second and final reading....”

F-3 - Annual Contract Renewal – Action Item (Barrett)

Chief Barrett will inform the Board of Directors that it is time to renew our annual contract with Rocky Top Resources with the updated coverage charges due for 2021. Mr. Fred Martin has already signed a copy of the contract and submitted payment.

Recommended motion”to approve the Rocky Top Resources Annual Contract Renewal and allow President Colgrove and Secretary/Treasurer Pesicka to sign the contract.....”

F-4 - Expenditures between Board meetings approval – Action Item – (Bittle)

Chief Bittle will inform the Board that on Friday, January 22, 2021 he called and got approval from three (3) Board members (Pesicka, Willcox and Cooper) for the purchase of three (3) iPad’s that have been discussed for some time to allow the Driver/Engineers’ to perform their truck inspections and get call notification while responding to the calls. Each iPad is \$1,049.99 for a total cost of \$3,149.97 and each iPad will require a monthly service fee of \$39.99/month for wireless coverage.

Recommended motion”.... To approve the purchase of three (3) iPad’s at the cost of \$3,149.97 and to approve the monthly fee of \$119.97....”

Chief Bittle will inform the Board that on Friday, February 5, 2021 he called and got approval from three (3) Board members (Colgrove, Novak and Willcox) for the purchase of Aladtec Time-card computer system.

Recommended motion”....to approve the six-month (6) trial of Aladtec time-card program for the amount of \$1,498.00....”

Chief Bittle will inform the Board that on Friday, February 12, 2021 he called and got approval from three (3) Board members (Colgrove, Novak and Willcox) for the Asbestos removal mitigation with Paramount Environmental Services for \$4,450.00. This step is necessary due to the tile glue containing asbestos and the tile needs to be removed for the kitchen remodel.

Recommended motion”....to approve the contract with Paramount Environmental Services to do Asbestos Removal mitigation for \$4,450.00....”

F-5 - CE-2 Career Compensation Policy Update – Action Item – (Anstine)

Darin Anstine will inform the Board that to comply with the new Colorado Paid Family And Medical Leave Insurance Program and with the CE-3 policy updated changes to the probation period for new employees, CE-2 Section 8 PTO needs to be updated. Mr. Anstine is requesting approval on the first reading.

Recommended motion”....to approve the CE-2 Career Compensation Section 8 PTO Policy Update to reflect the new Colorado Paid Family and Medical Leave Insurance Program 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).”, involving the evaluation of the Fire Chief.

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).”

F-6 - Performance Evaluation of Chief Shawn Bittle – *Action Item* – (Anstine)

The Fire Chief’s performance of his duties as District Fire Chief shall be evaluated on or about January 15th utilizing a form that is mutually approved by both parties.

Recommended motion”....to approve the delivery of the Performance Evaluation to Chief Shawn Bittle by Darin Anstine prior to the end of February and a salary increase in the amount of \$_____ .

VIII. Other Business

IX. Adjournment