

STRATMOOR HILLS FIRE PROTECTION DISTRICT

Board Meeting Agenda

January 19, 2022

3:00 p.m.

I. Approval of Previous Board Meeting Minutes

December 8, 2021 –

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 – _____)
 - 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 D/E Tyler)

Administrative Chief Report – *Informational Item (Barrett)*

- The 2022 Budget with budget message and associated paperwork has been filed with the County Assessor and the Colorado Department of Local Affairs. This information can be found at www.colorado.gov/pacific/dola under local government.
- The 2021 Audit has been scheduled for Tuesday, January 25, 2022, with Melissa Sainz and Tom Sistare. Hopefully, he will be able to present the Audit report at the March Board meeting.

F-1 – 2022 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 2022.

Recommended motion....” to approve the designation of the location, dates and time of the 2022 regular Board Meetings at 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 7, 2022, at 3:00 p.m. The annual Budget Workshop will be on October 5, 2022. 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-2 – Approval of Resolution No. 2022-01 – *Action Item* (Barrett)

The Board must appoint a Designated Election Official (DEO) for the May 2022 Board of Directors Election at this time and staff is recommending Dorothy R. (Dottie) Barrett be appointed the DEO.

Recommended motion....” To adopt Resolution No. 2022-01 to appoint Dorothy R. (Dottie) Barrett as the Designated Election Official (DOE) for the May 3, 2022, Election.”

F-3 – Approval of Resolution No. 2022-02 – *Action Item* (Barrett)

The regular election of the eligible electors of the District shall be held on May 3, 2022, between the hours of 7:00 A.M. and 7:00 P.M. in accordance with Uniform Election Code. At the time, two (2) Directors will be elected to serve a three-year (3) term and one (1) Director will be elected to serve a one-year (1) term.

Recommended motion “... to adopt Resolution No. 2022-02 to conduct an election on May 3, 2022, to elect two (2) Directors will be elected to serve a three-year (3) term and one (1) Director will be elected to serve a one-year (1) term for the Stratmoor Hills Fire Protection District.”

F-4 - 2021 Amended Budget – *Action Item* – (Barrett)

Chief Barrett will inform the Board of Directors that the Fire District is over budget and as a result an Amended 2021 Budget must be submitted and approved by the Board. The amendment to the 2021 budget is necessary due to the unbudgeted expense for the new truck purchase down payment and several line items overbudgeted. At this time, the Board must approve the Notice as to Proposed Amended Budget and set a date for final approval of amended budget at the February 16, 2022, regular Board meeting.

Recommended motion “... to approve the enclosed NOTICE AS TO PROPOSED AMENDED BUDGET FOR 2021 and set the date of February 16, 2022, for the final approval of said amended budget.....”

F-5 B-3 Prohibit Weapons on District Property Policy Update – Action Item – (Bittle)

At the December meeting Director Cooper informed all personnel of a law that went into effect that requires the District to update this policy. Staff is now requesting approval on the first reading.

Recommended motion”...to approve the B-3 Prohibit Weapons on District Property Policy update on the first reading....”

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

On Monday, December 13, 2021, Chief Bittle got three (3) Board members (Colgrove, Novak and Willcox) approval for the one (1) year subscription of Flow MSP Pre-Incident Fire Planning software program at \$1,215.00/year. Chief Bittle will explain how this program will benefit the Firefighters.

Recommended motion’....to approve the one (1) year subscription to Flow MSP Pre-Incident Fire Planning software program at the cost of \$1,215.00....”

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-7 - Performance Evaluation of Chief Shawn Bittle – Action Item – (Board)

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 Board President, Robert Colgrove prior to the end of January and a salary increase in the amount of \$_____ .

VIII. Other Business

IX. Adjournment