

# SHERER AUTO PARTS INC

710 COLFAX AVE

BENNETT COLORADO

Strasburg Fire Protection District 2018/2019 mantainance bid.

We would like to bid on service for your fleet at 125.00 per hour for labor.

Parts at cost plus 40%. We also should be able to sell you tires at state bid price in the near future.Thank you for your time in this matter.

Donald Sherer president

*12/13/2018*

**STRASBURG FIRE PROTECTION DISTRICT #8**  
**MINUTES OF A SPECIAL MEETING and REGULAR MEETING**  
**December 13, 2018**

Director Don Sherer called the meeting to order at 7:00 PM. Board Members present were Don Sherer, Bret Devlin, Bruce Vetter, Bob Yaich, and Thom Winter.

Also, in attendance were Fire Chief Frank Fields, Attorney Russ Dykstra, career staff Firefighter/EMT Sarah Bennett, Amanda Grover with the I-70 Scout, District Clerk Gerri Ventura, and Accountant Tammy Bruntz.

Battalion Chief Gene Viner, volunteer EMT Sarah Killian, volunteer Sara Hosick, and career staff Firefighter/Medic Jon Calton arrived late.

**Public Comment Regarding Budget Issues or Regular Meeting Items:** There was none.

Director Sherer then opened the Budget hearing for the 2019 Budget and asked for any comments regarding the Budget. Firefighter/EMT Sarah Bennett made a comment. She feels evaluating the Budget, and due to the growth in the Strasburg area, there needs to be more staffing to benefit the community and help the safety of current staff when responding to calls.

Following this comment Director Sherer closed the Budget Hearing.

**Consider for approval the proposed 2019 Budget, approve the Appropriating of funds, and authorize tax levies to be certified by the District for collection in 2019.** Mr. Dykstra commented that this is the first year the District will see the effect of the election held last year regarding the Gallagher adjustment. This was passed 5-0 by roll call vote.

**Disclosure of potential conflicts:** None

**Consent Agenda:** Director Yaich made a motion to approve the consent agenda less a payment to Sherer Auto. This was seconded by Director Vetter and passed 5-0.

**Discussion of any special item off the "Consent Agenda":** Director Yaich made a motion to accept the payment to Sherer Auto. This was seconded by Director Vetter and passed 4-0 by roll call vote with Director Sherer abstaining from the vote.

**Review Bids for Vehicle Maintenance:** Director Yaich stated a bid was received from Sherer Auto Parts to provide vehicle maintenance for 2019. This bid was the same as last year. Director Yaich made a motion to accept the bid from Sherer Auto to provide vehicle maintenance for another year. This motion was seconded by Director Winter and passed 3-0 with Director Sherer and Director Devlin abstaining from the vote.

**Review and Discuss Roofing Repair:** Director Yaich stated that the contract for the roofing repairs has been reviewed and signed. Academy Roofing in Aurora will be performing the repairs. Director Yaich stated that Academy Roofing had cut the preliminary estimate by 22% due to the fact

that our Department is primarily a volunteer department. Also, Jeff Schnor, with Academy Roofing was able to work with our insurance adjustor to resolve the discrepancy in the square footage.

Discussion followed. Following the discussion Director Sherer made a motion to accept the contract with Academy Roofing at a cost of approximately \$140,000.00 to repair/replace the roof. This motion was seconded by Director Devlin and passed by roll call vote 5-0.

**Attorney Items:**

**Review and Consider for Approval the Annual Administrative Matters Resolution for 2019 and the Special District Disclosure Pursuant to §32-1-809, C.R.S.:** Mr. Dykstra reviewed the Resolution with the Board. Director Sherer made a motion to accept the Annual Administrative Matters Resolution for 2019. This was seconded by Director Vetter and passed 5-0.

**Chief's Report: Chief Fields will combine both reports for November and December (Copies Attached)**

**October: 82** (2-alarms, 55-Medical, 13-fires, 1-other, 11-public assist\*)

\*Smoke Investigation, Water Leak, Lock-out-Police Matter

**In District Calls: 57**

**Out of District Calls: 25**

**November: 50** (3-alarms, 36-Medical, 5-fires, 1-other, 5-public assist)

**In District Calls: 32**

**Out of District Calls: 18**

Chief Fields combined both reports and reviewed all topics. He answered all questions regarding the reports.

Chief Fields stated there are 18 helmets out of date needing to be replaced. He has ordered 20 helmets. Also, he will only need to order 2 sets of bunker gear. Boots will also need to be replaced. Director Sherer asked Chief Fields to bring to the next board meeting the cost for these items.

Chief Fields also updated the Board regarding the incident with 9-1-1 being down on Wednesday, December 12, 2018 due to a fiber optic cable being cut near Aurora and how it was handled with the department and along the I-70 corridor.

**Other Business:** None

**Any Other Director Items:**

**Director Sherer:** Director Sherer asked Ms. Ventura to update the Board regarding the Notice of Claim that was received regarding an EMS run earlier this year. Ms. Ventura stated that Mr. Dykstra deferred the claim to the attorney with the One Beacon Government Risk Department. Following their review of all information related to the claim it was One Beacon's stance that there was no liability associated with the claim and has responded to the claimant's attorneys. Mr. Dykstra felt it could be two to three months before further correspondence is received.

**Director Vetter:** None

**Director Devlin:** None

**Director Winter:** None

**Director Yaich:** None

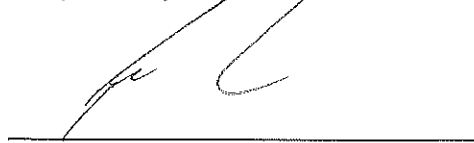
**Executive Session:** A motion was made to go into executive session according to C.R.S. 24-6-402 (4) (f) for personnel issues. The Board, Chief Fields, Ms. Ventura and Attorney Dykstra went into executive session at 7:26pm.

Following the Executive Session, Director Sherer called the meeting back to order at 8:05pm.

Director Winter made a motion to approve the proposal to have the Fire Chief as a paid position and to approve the pay and salary proposals as presented by the Fire Chief. This was seconded by Director Yaich and passed 4-1.

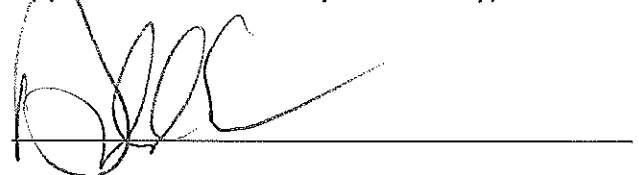
Director Yaich made a motion to adjourn the meeting. This was seconded by Director Devlin and passed 5-0. The meeting adjourned.

Respectfully Submitted:



Bret Devlin  
Secretary

Approved this 17th day of January, 2017



Don Sherer  
President

SHERER AUTO PARTS INC  
710 COLFAX AVE  
BENNETT COLORADO  
303-644-3311

Bid for maintenance for 2018-2019 on department vehicles. We would remain same price as current year of \$95.00 per hour and cost plus 40% on parts. Towing at best rate available. I believe that you have received good service at the lowest cost available and would like to continue working for you. Thanks for your time in this matter.

  
Don Sherer

RECEIVED DEC 12 2017

*Awarded 12-21-17*

**STRASBURG FIRE PROTECTION DISTRICT #8**  
**MINUTES OF A REGULAR MEETING**  
**December 21, 2017**

Director Don Sherer called the meeting to order at 7:05 pm. Board Members present were Bret Devlin, Bob Yaich, and Thom Winter. Board Member Bruce Vetter arrived late.

Also in attendance were Fire Chief Frank Fields, Battalion Chief Gene Viner, District Clerk Gerri Ventura, and Attorney Tom George for Attorney Russ Dykstra, Volunteer Firefighter/EMT Josh Rognlie, and Accountant Tammy Bruntz. Michelle Fortis with I-70 Scout was also present.

**Public Comment Regarding Regular Meeting Items:** None

**Disclosure of potential conflicts:** None

**Consent Agenda:** Director Yaich made a motion to approve the Consent Agenda as presented. This was seconded by Director Devlin and passed 5-0.

**Discussion of any special item off the "Consent Agenda":** There was none.

**Director Items:** Ms. Ventura stated there are two additional items to be added to the Agenda. One item is to review vehicle maintenance bids and the other is to adopt the 2012 IFC Fire Codes with amendments to be consistent with Adams County Ordinance 4.

Director Sherer stated he has received a check for Sherer Auto that needs to be voted on. Discussion followed.

**Approve an Amendment to the 2017 Budget:** Ms. Bruntz explained that the 2017 budget needed to be amended due to an increase in the Capital expenditures. Director Yaich made a motion to amend the 2017 Budget. This motion was seconded by Director Devlin and passed 5-0.

**Review 2018 Budget Proposal:** Capital expenditures were increased for the 2018 budget as well so Director Yaich made a motion to approve the amended 2018 budget which was seconded by Director Vetter and passed 5-0.

**Finalize Insurance Policies with T Charles Wilson:** Vicki Sullivan with T. Charles Wilson sent a new proposal from One Beacon that included the increase in valuations on specific apparatus'. The premium increased by \$404.00 from the original quote that was reviewed during the last Board meeting.

Vicki Sullivan also sent proposals from Provident regarding Accident and Health/Accidental Death & Dismemberment (AD&D) coverage for the Board to review.

Following discussion Director Devlin made a motion to approve the Provident Plan 4 AD&D policy along with the 24-hour coverage. This plan is similar to the current plan which is presently in place. Director Winter seconded the motion and it was approved 5-0.

**Attorney Items:** Attorney George presented the following items:

**Consider for Approval the Annual Administrative Matters Resolution for 2018:**

Mr. George reviewed the Resolution. Following the review a motion was made by Director Yaich, seconded by Director Vetter to approve the Annual Administrative Matters Resolution for 2018. This motion passed 5-0.

**Adopt the 2017 BBC Research & Consulting Impact Fee Study:** Following a review of this Director Devlin made a motion to adopt the 2017 BBC Research & Consulting Impact Fee Study. This motion was seconded by Director Winter and passed 5-0.

**Consider for Approval the Development Fee Intergovernmental Agreement (IGA)**

**with Adams County:** Mr. George reviewed this IGA with the Board. Once this IGA with Adams County is approved the same information will be presented to Arapahoe County for review. Director Devlin made a motion to approve the Development Fee IGA with Adams County. This motion was seconded by Director Yaich and passed 5-0.

**Consideration of a Resolution Regarding Amendments to the 2012 Edition of the**

**International Fire Code (IFC):** Mr. George explained that Adams County Ordinance 4 has specific amendments to the 2012 IFC. This resolution will allow the District to adopt certain amendments to the 2012 IFC applicable to all of the property within the District's service area in both Adams County and Arapahoe County allowing for uniformity in both counties.

One of the amendments pertains to the fire sprinkler systems in residential homes. Following discussion the Board decided to table this item until the next Board meeting in January, 2018.

**Chief's Report: (See attached)**

**Total calls for November: 51** (3-Alarms, no fire, 34-EMS, 10-Fires, 1-Other (cancelled on route, explosion, standby), 2-Public Assist (Smoke investigation, water leak, lock-out, police matter), 1-Special Ops (Structure Collapse,)).

**In District: 32**

**Out of District: 19**

Chief Fields updated the Board on the various areas listed on the report and answered all questions asked by the Board.

There was one topic not listed regarding the SCBA bottles. Chief Fields stated pricing was received for 45 minute bottles. The Department uses 60 minute bottles. Fire Marshall Pat Conroy is going to contact the company to see if there are any other options regarding used 60 minute bottles.

**Other Business:** None

**Any other Director Items:**

**Director Devlin**-None

**Director Winter**-None

**Director Vetter**-None

**Director Yaich**-Director Yaich presented to the Board a bid received from Sherer Auto for vehicle maintenance. He then made a motion to award the vehicle maintenance to Sherer Auto for 2018. This motion was seconded by Director Vetter and passed 4-0 with Director Sherer abstaining from the vote.

**Director Sherer**-None

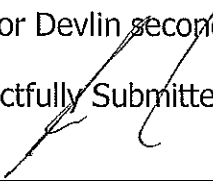
**Executive Session:** A motion was made to go into executive session for personnel matters C.R.S 24-6-402 (f) by Director Sherer, seconded by Director Devlin. This motion passed 5-0. After a brief break, all Board members, Chief Fields, Mr. George, Ms. Ventura, and Ms. Bruntz went into executive session at 7:40pm.

Director Sherer called the meeting back in session at 7:55pm. A motion was made by Director Sherer, seconded by Director Yaich to increase the yearly salary for the Emergency Medical Services Coordinator to \$42,000.00 and to increase the yearly salary for the career staff member who was hired as an EMT but has become a licensed paramedic to \$35,000.00. This motion was seconded by Director Yaich and passed 5-0.

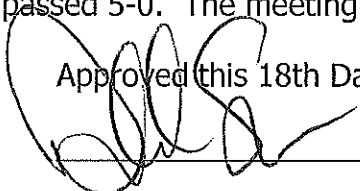
Director Sherer then directed Ms. Ventura to proceed with the vandalism claims with VFIS as necessary.

**Continuation/Adjournment:** A motion was made by Director Yaich to adjourn the meeting. Director Devlin seconded the motion which passed 5-0. The meeting was adjourned at 8:05pm.

Respectfully Submitted:



Bret Devlin  
Secretary



Approved this 18th Day of January, 2018

Don Sherer  
President

gv



Strasburg Fire Department

We would like to place a bid on the Strasburg Fire Protection vehicles. Our shop has provided service to these vehicles for several years and would appreciate the opportunity to continue these services. Our main business is servicing heavy duty fleets and we also provide 24 hour emergency service.

Our bid pricing is \$95.00 per/hour for any service type. We also will provide parts at service dealer cost. Tires are also available for purchase through our store and mount and balancing prices are \$20.00 per/tire for passenger vehicles and \$40.00 per tire on heavy duty trucks. Thank you for your time and consideration.

*Rec'd 12-8-16*

**STRASBURG FIRE PROTECTION DISTRICT #8**  
**MINUTES OF A SPECIAL MEETING**  
**December 8, 2016**

Director Don Sherer called the meeting to order at 7:10 PM. Board Members present were Don Sherer, Bret Devlin, Bruce Vetter, Thom Winter and Bob Yaich.

Also in attendance were Fire Chief Tanner McCall, Battalion Chief Gene Viner, Attorney Russ Dykstra, Michelle Fordis, I-70 Scout, and District Clerk Gerri Ventura. Accountant Tammy Bruntz joined the meeting later.

**Public Comment Regarding Budget Issues:** There was none.

**Adopt the 2017 Budget:** Director Vetter made a motion to open the public hearing for the 2017 Budget. This was seconded by Director Yaich and passed 5-0. There was no public comment so a motion was made by Director Yaich, seconded by Director Vetter to close the public hearing which passed 5-0.

A motion was made by Director Yaich to approve the proposed 2017 Budget, the appropriation of funds, and authorize the tax levies to be certified by the District for collection in 2017 as stated in the budget. Director Sherer seconded the motion. This was passed 5-0 by roll call vote.

**Public Comment Regarding Regular Meeting Items:** There was none.

**Disclosure of potential conflicts:** None

**Consent Agenda:** Director Winter made a motion to approve the consent agenda. This was seconded by Director Devlin and passed by roll call vote 5-0.

**Discussion of any special item off the "Consent Agenda":** The Consent Agenda was approved as presented with no items off the Agenda.

**Review Bids for the Vehicle Maintenance:** Bids were received from John's Repair, Sherer Auto Parts, and Bennett Fire Protection District #8. Director Yaich reviewed each of the bids. Discussion followed. Director Sherer abstained from the discussion but did answer questions pertaining to the bid from Sherer Auto Parts.

During the discussion Director Winter mentioned that several department members have approached him regarding concerns about repairs not being done by a certified entity, as well as, a maintenance schedule. Director Sherer stated that Chief McCall is handling the maintenance schedule for the vehicles. He also explained that having a National Fire Protection Association (NFPA) certified entity perform repairs and maintenance is not required but is voluntary. Sherer Auto is certified through the State of Colorado. This certification is used for school buses and is thought to have higher standards than NFPA. Director Sherer also mentioned the fire pumps and ladders on the vehicles are inspected and certified by outside entities.

Following all discussion Director Vetter made a motion to accept the vehicle maintenance bid from Sherer Auto Parts expiring January 1, 2018. This was seconded by Director Devlin and passed by 4-0 with Director Sherer abstaining from the vote.

**Review Maturing CD's:** The Board reviewed the General Fund CD which will be maturing December 27, 2016. A motion was made by Director Sherer seconded by Director Yaich to cash this maturing CD and place the funds in the general fund until the Board can review all options for investment including Colorado Trust. This motion was passed 5-0.

There was also discussion regarding the EMS and Pension CD's that also mature on December 27, 2016. The motions made in previous meetings (January 21, 2016, April 21, 2016 and July 21, 2016) were reviewed for these CD's. Following discussion a motion was made by Director Sherer seconded by Director Winter to cash these CD's and place the funds in the general fund as well. This passed 5-0.

Director Yaich and Director Sherer will go to the bank tomorrow (December 9, 2016) to close the CD accounts. If the bank requires ratified minutes, this meeting will be continued to do so.

**Attorney Items:**

**Consider for Approval the Annual Administrative Matters Resolution for 2017**

Mr. Dykstra reviewed the Resolution for 2017. A motion was made by Director Vetter to accept the Annual Administrative Matters Resolution for 2017 and verify the Officers as listed in the Resolution. This motion was seconded by Director Devlin and passed 5-0.

**Chief's Report: (Copy Attached)**

November: 56 (18-fire; 38-Medical)

**Mutual Aid Received:**

Bennett-5 (5 medical)

Byers-3 (3 medical)

**Mutual Aid Given:**

Bennett-4 (3-fire, 1-medical)

Byers-7 (2-fire, 5 medical)

Deer Trail-3 (3-medical)

Sable Altura -1 (1 fire)

Chief McCall reported that volunteer applications are up with 4 applications being received during the last 6 weeks.

The Strasburg Fire 2016 Christmas party is scheduled for Saturday, December 17, 2016 starting at 5:00pm at the fire Station. Chief McCall extended an invitation to the Board.

At the last meeting Chief McCall mentioned a possible pay increase for the second career staff member that successfully completed their probation period in November. This was tabled until the December, 2016 meeting. Chief McCall is recommending a \$1,000.00 yearly increase as the Board is paying the tuition for this staff member to attend paramedic school. The Board approved Chief McCall's recommendation. A motion was not needed as it is within the Chief's authority to establish salaries, as long as the salaries are within the budget.

Chief McCall reported the snow plow has been mounted on Ambulance 82. He also reported the company who originally gave a quote to place the flatbed has quit doing flatbeds so the quote presented is no longer being considered. He has obtained another quote from Bennett Welding to fabricate a flatbed for the ambulance that will exceed the cost originally approved by \$1,000.00. A motion was made by Director Devlin, approved by Director Winter to allow Bennett Welding to fabricate a flatbed for the ambulance at the higher cost. This was approved 5-0.

Director Sherer added there would be a need to get a quote from Corridor Collision to have the opening in the back of the cab closed.

A need for new radios was presented by Chief McCall. He has received information from Motorola that they have stopped production of the radios, and all repair/maintenance parts, for the radios currently being used by the Department. MetCom has obtained special bulk pricing for new radios at \$4,000 per radio which includes the radio, batteries, charger, mic, and software. This pricing is good through March, 2017. After discussion the Board decided to table further discussion on this topic until the January, 2017 meeting.

Chief McCall also reported that the Arapahoe County 911 Authority Board has approved the \$25,000.00 MetCom grant reimbursement. This payment should be received before the end of the year.

### **Other Business:**

**Review Changes to WEX Fuel Program:** District Clerk, Gerri Ventura reported that the current fleet fuel program through the State of Colorado program will be expiring January 25, 2017. WEX is offering a similar program under the National Joint Powers Alliance (NJPA) to us. According to information received from WEX, the only difference is in the amount of rebate received. Currently we are receiving 1.15% under the State of Colorado Program and the new rebate amount will be 1.0%.

Ms. Ventura has been researching other options but has not been able to obtain information to present at this time. Following discussion, Director Yaich made a motion, seconded by

Director Devlin to continue with WEX under the NJPA program. This motion passed 5-0. Ms. Ventura was directed to get paperwork completed and signed to start the new program.

**Any Other Director Items:**

**Director Sherer:** None

**Director Vetter:** None

**Director Devlin:** None

**Director Winter:** None

**Director Yaich:** None

**Executive Session:** A motion was made by Director Sherer to go into executive session according to C.R.S. 24-6-402 (4) (f) for personnel issues. The Board and Attorney Dykstra went in to executive session at 7:50pm.

Following the Executive Session, Director Sherer called the meeting back to order at 8:05pm.

Director Yaich made a motion to retain Tanner McCall as Fire Chief until January 1, 2019 with recommendation a bonus be paid to Chief McCall in January, 2017 based on the salary and bonus structure as discussed by the Board. This motion was seconded by Director Winter and passed 5-0.

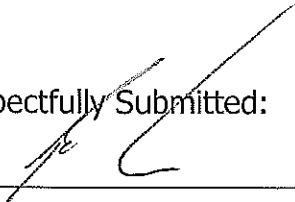
Director Sherer made a motion to continue the meeting until Thursday, December 15, 2016 at 7pm, if needed, to ratify the minutes of this meeting and discuss and finalize the sale of Ambulance 82

**CONTINUATION OF MEETING**

**December 15, 2016 7:00P.M.**

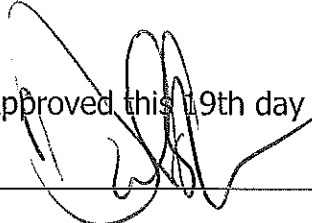
This meeting was canceled as the bank did not require ratified minutes and there was no need to discuss the sale of the ambulance.

Respectfully Submitted:

  
\_\_\_\_\_

Bret Devlin  
Secretary

Approved this 19th day of January, 2017

  
\_\_\_\_\_

Don Sherer  
President

gv

SHERER AUTO PARTS INC

710 COLFAX AVE

BENNETT COLORADO

WE WOULD LIKE TO BID ON MAINTAINANCE AND REPAIRS ON THE STRASBURG FIRE DISTRICT VEHICALS FOR THE 2016 YEAR. WE WOULD CHARGE \$95.00 PER HOUR SHOP TIME. PARTS WOULD BE BILLED AT SERVICE DEALER COST DIRECT THROUGH CARQUEST PARTS INVOICE WITH NO SHOP MARK UP. YOU HAVE ALREADY BEEN BUYING SPECIAL ORDER PARTS BEING BILLED DIRECT WITH NO MARK UP. WE HAVE TAKEN CARE OF YOUR VEHICALS FOR SEVERAL YEARS AND HAVE TRIED TO KEEP YOUR COST DOWN .IF YOU REQUIRE ANY DIFFERENT ACTION TAKEN PLEASE LET US KNOW .

DONALD SHERER

SHERER AUTO PARTS INC

**STRASBURG FIRE PROTECTION DISTRICT #8**  
**MINUTES OF A REGULAR MEETING**  
**March 17, 2016**

Director Don Sherer called the meeting to order at 7:00 pm. Board Members present were Don Sherer, Bret Devlin, Rae Lynne Hicks, Bob Yaich, and Bruce Vetter.

Also in attendance were Fire Chief Tanner McCall, Attorney Russ Dykstra, Accountant Tammy Bruntz, and District Clerk Gerri Ventura. Michelle Forbis of the I-70 Scout was also present for the meeting. Volunteer Firefighter John Sorensen arrived late and left the meeting early.

**Public Comment:** None except there was mention of the sale of firetrucks in the paper instead of the ambulances. Board members have been approached regarding this.

**Disclosure of potential conflicts:** None

**VFIS Insurance Review:** Charles Hix and Jeffrey Brock of F&W Insurance (VFIS) provided a packet of information summarizing the various insurance policies held by the District (attached). He reviewed each policy with the Board.

In reviewing the coverage for the properties held, the address was listed incorrectly for the second fire station on Strasburg Road. This was corrected with Mr. Hix. Also, Mr. Hix clarified "contents" as only equipment inside the buildings, not put on a piece of fire apparatus. The equipment placed on the fire apparatus' is covered under the mobile equipment/portable equipment coverage of the policy. There was a question regarding coverage for the generator. Mr Hix stated that anything permanently fixed into a building becomes part of the building, and would be covered under the amount of coverage for the generator building.

While reviewing the vehicle policies there was discussion regarding coverage for physical damage to a volunteer's or employee's personal vehicle if damaged while responding to a call. Presently, VFIS will only pay up to \$1,000.00 per claim. There was a question regarding coverage if the volunteer or employee does not have adequate insurance to repair/replace their vehicle if damaged. Mr. Hix will review the current policy in depth and quote premiums to increase coverage if there is no additional coverage on the present policy. After further discussion, the Board decided to change the policy to include additional coverage for a volunteer's or employee's personal vehicle if damaged while responding to a call.

The policy for the vehicle fleet was then reviewed. Discussion followed regarding the values of each vehicle and how these values are used in determining coverage. According to Mr. Hix, the vehicles would be replaced at the agreed values determined by the District and VFIS instead of the actual cash value. The Board asked the 2001 Pierce Dash Fire Engine be added to the vehicle coverage policy at a value of \$80,000.00.

**Consent Agenda:** Director Hicks had a question regarding the payment to Morgan Community College. She wanted to know how many students were attending this Emergency Medical Technician class and whether or not there was a matching grant. Chief McCall stated that the student would be eligible for a matching grant once they complete the course. Director Yaich made a motion to accept the Consent Agenda which was seconded by Director Devlin. This motion was approved 5-0.

**Discussion of any special item off the “Consent Agenda”:** There was none.

**Discussion Regarding Vehicle Maintenance:** Director Yaich made a motion to accept Sherer’s Auto Parts Inc. bid for vehicle maintenance for the remainder of 2016 with the understanding, bills must be submitted in a timely manner. This was seconded by Director Vetter. Discussion followed regarding this motion and the need for a maintenance policy, in writing, and inspection records and reports. Following the discussion, Director Yaich amended his motion to include that Sherer’s Auto Parts, Inc is to provide documentation of an inspection done each time the vehicle is brought in to their business and to have a yearly inspection done on each vehicle. This amended motion was seconded by Director Devlin. The amended motion passed by roll call vote 3-1 with Director Hicks voting “Nay” and Director Sherer abstaining from the vote.

**Discussion Regarding Restructuring of Positions and Pension Line-item:** These topics were discussed at the same time.

Director Hicks stated that a previous motion had been passed during the special meeting of January 29, 2016 to hire part time employees until the open full time position was filled. Now there are applicants for both the full time and part time positions. It is Chief McCall’s intent to hire for the full time position only at this time, to provide ALS coverage Monday thru Friday (80% of what is needed for coverage). The part time position will not be filled. Director Hicks will review the present budget to see if there is any funding available that can be used to hire a part time person to cover weekends.

It is a goal of the Department to hire additional positions and restructure these positions, to provide additional coverage, and go to a 48/96 schedule. Attorney Dykstra clarified with the Board, they would like Chief McCall to prepare a proposal for these additional positions prior to October, 2016 to be considered in the draft budget for 2017.

In past discussions, there was mention of taking some of the funds being placed in the Pension fund to fund the reserve program. Director Hicks mentioned that other Districts have been letting FPPA handle their pension programs. Due to investments made by FPPA, these Districts have not had to put any additional monies into their retirement program.

Director Hicks contacted FPPA regarding the possibility of joining their pension program. At the present time, due to pending legislation regarding the auditing and restructuring of the State Firefighter Pension Program, FPPA is not accepting any new Districts. The Board felt they would like to pursue this option further once the legislation has been acted on.

Director Hicks asked if the legislation would affect the District’s self-funded program or the State’s yearly contribution to the pension program. Attorney Dykstra stated that the legislation



would not affect the District's program due to the fact the District has actuarial studies dictating what needs to be done to keep the pension fund intact. He also stated that the State contribution would not change.

**Review Information Regarding Upcoming Audit:** The audit firm, Crady, Puca and Associates has sent an engagement letter for the Board to review and sign. Director Hicks stated that there are new GASB 68 rules pertaining to the Pension. There will be an increase in the cost of preparing the audit of approximately \$2,000 to \$3,000, for Crady, Puca, and Associates to assist the District in the implementation of GASB 68. Including this increase, the gross fee for the audit will not exceed \$8,400.00 to \$11,400.00 as stated in the engagement letter.

**Attorney Items:** Resolution No#2015-6, adopted in December, 2015 stated that a mail ballot election would be held on May 3, 2016. At the time this election resolution was drafted it was not clear whether or not an election would be held. Now that it has been determined there will be an election to fill the Board of Director positions, Mr. Dykstra asked that the Resolution be amended to have a polling place election. It is more cost effective to have this type of election instead of a mail ballot election. Director Yaich made a motion to amend Resolution 2015-6 to have a polling place election instead of a mail ballot election. This motion was seconded by Director Devlin and passed by a 5-0 roll call vote.

Further discussion followed regarding the election and past costs associated with the last election.

**Chief's Report:**

February: 40

Runs year to date: 138

Chief McCall stated the number of calls is up 11% from this time last year.

32-week day calls	00:00 to 06:59-3 calls
	07:00 to 17:00-31 calls
08-weekend calls	17:01 to 23:59-06 calls

Career staff responded to 29 of the 40 calls.

**Mutual Aid Received:**

**Mutual Aid Given:**

Chief McCall was unable to give the statistics for mutual aid received/given at this time due to issues with the new computer software.

**Report on MetCom Changeover and Status of Grant:** Chief McCall also reported on the status of the MetCom transition. The transition happened on March 1, 2016 and was made without any interruption in service. The Department has had great support throughout the last 17 days. There has also been good feedback from the Department about the transition. The grant application has been submitted and the Department is waiting to hear from the Director of MetCom on how to obtain the funds.

**Report on Meeting with Workmen's Comp Representatives:** Chief McCall met with a Jason McFarland from Pinnacol Insurance and Sue Silverthorne with VFIS. A Safety Survey was performed since it had been quite a while since one had been completed. Chief McCall presented the Survey to the Board for their review (attached).

Chief McCall also stated that he has been working with Sue Silverthorne to obtain the Safety Certificate with VFIS. This Certificate will give the District a 5% to 10% deduction in premium costs. Safety meetings and other policies will be implemented to help in obtaining the Safety Certificate. All of the requirements for the Certificate must be in place and enforced for one calendar year to see any deduction to the insurance costs.

**Report on Call Responses:** Chief McCall stated that staffing on the volunteer side has been very minimal over the last two weeks resulting in Bennett giving more aid than he would like. He has been meeting with several of the other I-70 fire chiefs on a weekly basis to discuss issues, patterns, and solutions regarding the low volunteer staffing challenges. All of the I-70 corridor Departments are experiencing the same issues and all understand that each Department is providing aid to other Department's to cover the needs of the I-70 corridor.

Director Hicks asked about any discussions being held within the Department about the lack of volunteers and why the current volunteers are not available more. Discussion followed.

Chief McCall also announced that the annual awards banquet will be held on Saturday April 23, 2016 at the Hilton Garden Inn. Invitations will be mailed on March 18, 2016. He extended an invitation to all Board members and would like them to attend to help him acknowledge and thank the Volunteer staff for all they do during the year.

Chief McCall reported that he has several applicants for the full time position and 3 applicants for the part-time position. The 3 part-time applications just came in within the last week and will not be considered since they were not received while the part time position was open. He will be interviewing candidates for the full time position and should be completed by Wednesday, March 23, 2016. The Board would like to continue this meeting to Friday, March 25, 2016 at 6:30pm to review Chief McCall's recommendations in filling the vacant position.

Chief McCall stated that he has received a resignation from the other full time staff member effective March 25, 2016. This employee has accepted another position with another District that will help in advancing their career. Chief McCall's goal is to fill both positions from the current applicant list.

**Any other Director's Items:**

Director Vetter: Director Vetter asked about the fire signal. He has been approached about why it has not been sounding consistently at noon. Director Hicks stated that there have been some computer issues. Lynette Hicks will be here in July and will install the program to the Department's computer system and will give instruction on how the program works.

Director Devlin: Nothing further to discuss

Director Sherer: Nothing further to discuss

Director Yaich: Nothing further to discuss

Director Hicks: Director Hicks wanted to clarify that the Chief has been directed to develop a vehicle maintenance schedule and will present it to the Board at the continuation meeting on Friday, March 25, 2016.

**Executive Session:** None was held at this meeting

**Continuation/Adjournment:** A motion was made by Director Yaich to continue the meeting until Friday March 25, 2016 at 6:30pm, seconded by Director Devlin to adjourn the meeting. This was passed 5-0. The meeting ended at 8:25pm.

## CONTINUANCE OF MEETING

MARCH 25, 2016

The meeting was called to order at 6:38pm. In attendance were Directors Don Sherer, Rae Lynne Hicks, and Bruce Vetter. Also in attendance were Fire Chief Tanner McCall, District Clerk Gerri Ventura and Michelle Fordis from the I-70 Scout. A motion was made by Director Vetter to excuse Directors Yaich and Devlin. This was seconded by Director Sherer and passed 3-0.

**Review Fire Chief's Candidate Recommendations for Filling Open Positions:** Fire Chief McCall presented Candidate "A". This candidate is a paramedic/firefighter who has volunteered full time with the Department. Presently, he is employed in Denver as a paramedic and is cleared with the Department. The only other candidate is an intermediate who wanted to see if they could be considered even though the position is hiring for a paramedic. Since Wednesday, March 23, 2016, Chief McCall stated he has received two more applications that are qualified for the position. He would like to fill the first open position today and then interview the other two paramedics for the second position.

There was discussion regarding the intermediate candidate and whether or not they could be considered for the position, if they are the best candidate to fill the needs of the Department. Both Chief McCall and Assistant Chief Fields want to interview the other two applicants before making a decision but do feel the intermediate would be a strong enough candidate to fill the position if they are the best candidate.

Further discussion followed regarding Candidate "A" and his qualifications and what salary should be offered. This person has 11 years paramedic experience and 7 years firefighting experience. The pay bands shown in Appendix E of the Personnel Handbook were reviewed.

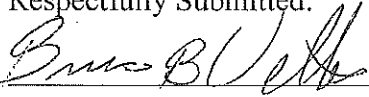
A motion was made by Director Sherer to hire Candidate "A" upon recommendation by Chief McCall, with a six month probationary period, starting at a salary of \$36,500. The motion also stated that if the review at the end of the six month probationary period was positive, then there would be consideration of a salary increase. This motion was seconded by Director Vetter and passed by 3-0 roll call vote.

**Review Vehicle Maintenance Schedule:** Chief McCall presented a Vehicle Maintenance Policy for review. Director Sherer asked copies be made and distributed to everyone so that the information can be reviewed. If there are any changes that need to be made to the policy, they can be discussed at the next meeting in April.

Director Hicks also asked the information sent via e-mail by Mr. Hix with VFIS, be sent to Director Yaich for his review. She also proposed this be discussed at the next meeting.

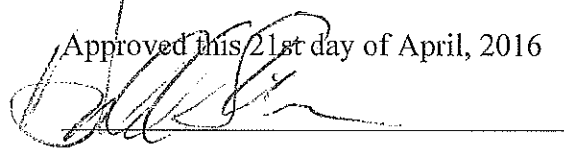
**Continuation/Adjournment:** Director Vetter made a motion to adjourn the meeting. This was seconded by Director Sherer and passed 3-0. The meeting was adjourned.

Respectfully Submitted:



Bruce Vetter  
Secretary

Approved this 21st day of April, 2016



Don Sherer  
President

gv

**STRASBURG FIRE PROTECTION DISTRICT #8**  
**MINUTES OF A REGULAR MEETING**  
**February 18, 2016**

Director Don Sherer called the meeting to order at 7:05 pm. Board Members present were Don Sherer, Bret Devlin, Rae Lynne Hicks, and Bruce Vetter.

Also in attendance were Fire Chief Tanner McCall, Assistant Fire Chief Frank Fields, Attorney Russ Dykstra, Volunteer Firefighter Mike Donnellon, Accountant Tammy Bruntz and District Clerk Gerri Ventura. Michelle Forbis of the I-70 Scout was also present for the meeting.

A motion was made by Director Vetter, seconded by Director Devlin to excuse Director Yaich for the meeting. This passed 4-0.

**Public Comment:** Volunteer Mike Donnellon mentioned there are still awards from last year's banquet at Quality Awards that need to be picked up. Director Sherer stated the Board will take care of getting these from them.

**Disclosure of potential conflicts:** None

**Consent Agenda:** Director Hicks made a motion to have the check detail removed from the Consent Agenda and to accept all other items of the Consent Agenda. Director Vetter seconded this motion and it passed 4-0.

**Discussion of any special item off the "Consent Agenda":** Director Hicks stated that the check detail was not complete. There were additional checks written that were not included in the check detail presented, and the revised payable amount for Spencer Fane's invoice. A motion was made by Director Vetter to accept the check detail with the additional checks written and the adjustment made to the Spencer Fane invoice. This was seconded by Director Devlin and passed 4-0.

Also the minutes from the January 29, 2016 special meeting were not included in the Consent Agenda in error. Director Hicks made a motion to accept the minutes of the January 29, 2016 special meeting. Director Vetter seconded the motion. This passed 4-0.

**Review of CD's:** Director Hicks stated there is a CD with Valley Bank that will be maturing on 4/7/16. This CD was originally established for the volunteers. She asked if the Board would want to renew this CD in April or close the CD and put the funds in the general fund. Following discussion Director Hicks made a motion to close the CD with account number ending in #0310 at the Valley Bank and Trust when it matures on April 7, 2016, with an approximate amount of \$10, 281.47, and deposit the funds in the

general fund. This was seconded by Director Devlin. The motion passed by a roll call vote 4-0.

**Review Property Management Section of the Business Plan:** Director Hicks presented the Vehicle Management portion of the Business Plan for review. She asked Attorney Dykstra for clarification regarding the Board responsibility verses the Business Plan. Attorney Dykstra stated the Business Plan/Master Plan is just the plan of what the Board should be doing and what the Board intends to do. The Business Plan is not intended to be a policy making document. It should not be used to delegate authority or any other type of directives. A separate policy document should be created once the Business Plan is adopted by the Board. Discussion followed regarding whether or not policies need to be established or if policies are reflected in each job description.

The discussion then turned to vehicle maintenance and why there have been problems with consistent vehicle maintenance. Assistant Fire Chief Frank Fields stated the Department is putting together a maintenance schedule for the vehicles. The question was raised about whether or not there should be a vehicle maintenance contract. Director Sherer asked that further discussion regarding this topic, as well as, Vehicle Maintenance Bids be tabled until the March, 2016 meeting to allow the Board to hear Director Yaich's comments regarding this matter.

**Review Vacation Accrual Implementation:** Director Hicks asked for clarification regarding the vacation accrual implementation. There is a career staff member who will be eligible for an increase in their accrual amount soon. The Board determined the vacation accrual increases the first pay period following the completion of an employee's second year of employment based on their date of hire.

**Discuss Reorganizing Budget Payroll Line Items:** During the special meeting held on January 29, 2016 the question was raised if it would be possible to hire a third and fourth full time employee. Director Hicks stated a third full time employee could be hired due to the vacant position presently open. After reviewing the current budget and the loss revenue figures the only way a fourth employee could be hired would be by possibly asking the community for a mill levy increase. Discussion followed asking about the costs involved to do this on the upcoming May 3, 2016 election ballot.

Further discussion followed on the current staffing needs and the current budget. Chief McCall will be advertising to fill the open full time position and will keep the temporary part time position open until the full time position is filled.

Following this discussion the Board was in agreement that a possible mill levy increase question could be included on the General Election ballot in November. Further discussion will be held during upcoming Board meetings. Attorney Dykstra did caution that if a mill levy increase is sought, the Department cannot actively campaign for the increase but can provide information to the community as to the need for the increase.

Assistant Fire Chief Fields asked a question regarding the pension and how it is affected if a volunteer takes a part time position. Attorney Dykstra clarified by saying if a volunteer takes a part time position, that volunteer would not be eligible for pension certification during the time they are in a paid position, but would be eligible again once they are no longer in the paid position and meet the certification requirements. The volunteer would not lose any accrued years. Attorney Dykstra will review the Pension By-Laws to confirm this and let Chief McCall know if there are any changes.

**Attorney Items:** Mr. Dykstra presented the Board with some legislative updates. The first update is a House Bill designating emergency response authorities, having hazmat authority, to be allowed to contract the hazmat authority to a private party and allowing the private party to be paid for these hazmat services.

For the Department's area Adams County is the designated authority.

The second piece of legislation is in regards to whistle blower protection. This legislation would bring the Federal whistle blower rules to the State level for local governments. There is a problem with the way the legislation is written. The wording is not clear as to someone actual whistle blowing and someone voicing their free speech rights. At this time everyone is being asked to oppose this legislation and there are efforts being made to have this legislation's wording either changed or killed.

Another piece of legislation is the Community Paramedicine Regulation. This legislation would establish, register, and create a State program that would allow Paramedics and Fire Departments to establish programs for health and safety beyond being first responders. It is targeted to be used in smaller communities where the only qualified medical caregiver available in the community is either a paramedic or Fire Department.

**Chief's Report:** Chief McCall stated that since mid-December there have been some Information Technology (IT) issues so the information he is presenting at this meeting is incomplete.

Runs year to date: 52

January: 52

37-week day calls  
15-weekend calls

07:00 to 17:00-31 calls  
17:01 to 06:59-21 calls

Career staff responded to 39 of the 52 calls.

**Mutual Aid Received:**

**Mutual Aid Given:**

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February, 2016 Regular Meeting

Chief McCall was unable to give the statistics for mutual aid received/given at this time due to the IT issues.

Chief McCall also reported on the status of the MetCom transition. The transition is still scheduled for March 1, 2016. The grant for assistance from Arapahoe County has been filed. It will be determined whether or not the Department will receive the grant monies once the transition is complete and the Department is using MetCom for dispatching.

Also, the Consolidated Communications Network of Colorado (CCNC) agreement has been returned to them.

The Staffing for Adequate Fire and Emergency Response (SAFER) Program grant application opens the end of February, 2016 and closes the end of March, 2016. The focus of the grant is staffing for two years and re-hiring staff that was laid off due to budget constraints. This is for staffing the position and not re-hiring the employee that previously held the position. It was determined that an application for the grant will be filed.

Chief McCall gave an update on the sale of the ambulances. To date there are no offers. There have been inquiries but no one has come to inspect them. Information was sent to all of the Fire Districts in Colorado.

Director Hicks asked about the fire engine that is still being painted. Chief McCall stated there have been problems getting the correct paint color.

**Citizen's Committee:** Nothing at this time.

**Any other Director's Items:**

Director Vetter: Nothing further to discuss

Director Devlin: Nothing further to discuss

Director Sherer: Nothing further to discuss

Director Hicks: Director Hicks asked about having the back lot graded and repaired due to settling that has happened at the end of the concrete. After discussion a motion was made by Director Hicks, seconded by Director Vetter, to authorize Chief McCall to have the back lot graded and repaired, not to exceed a cost of \$2500.00. This passed by roll call vote 4-0.

Director Hicks also mentioned that the siren is now working. It will be tested every day at noon to insure it is still on line. Lynette Hicks has been working on the computer programs for quite some time to get the siren on line. The Board authorized Gerri



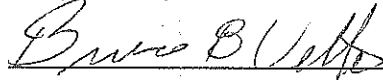
Ventura, District Clerk to send Lynette a \$100.00 gift card to thank her for her work in getting the siren on line again.

**Executive Session:** Director Sherer asked to go into executive session according to C.R.S. 24-6-402 (4)(b) for legal advice. The Board and Chief McCall went in to Executive Session at 8:09pm.

No action was taken following the Executive Session.

**Continuation/Adjournment:** A motion was made by Director Devlin, seconded by Director Vetter to adjourn the meeting. This was passed 4-0. The meeting ended at 8:13pm.

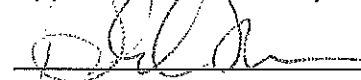
Respectfully Submitted:



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Bruce Vetter  
Secretary

Approved this 17<sup>th</sup> day of March, 2016



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Don Sherer  
President

gv

**STRASBURG FIRE PROTECTION DISTRICT #8  
MINUTES OF A REGULAR MEETING  
January 21, 2016**

Director Don Sherer called the meeting to order at 7:25 pm., following the regular pension board meeting. Board Members present were Don Sherer, Bret Devlin, Rae Lynne Hicks, Bob Yaich, and Bruce Vetter.

Also in attendance were Fire Chief Tanner McCall, Assistant Fire Chief Frank Fields, Attorney Russ Dykstra, Volunteer Firefighters Geri Bibeau and John Sorensen, and District Clerk Gerri Ventura.

**Public Comment Regarding Budget Issues:** There was none.

**Disclosure of potential conflicts:** None

**Consent Agenda:** Director Vetter made a motion to approve the consent agenda. This was seconded by Director Yaich. This motion passed 6-0.

**Discussion of any special item off the "Consent Agenda":** None

**Review Bids for the Vehicle Maintenance:** This item was tabled until the February, 2016 meeting.

**Attorney Items:** None

**Chief's Report:**

Runs year to date: 666

December: 59

47-week day calls

12-weekend calls

00:00 to 06:59-9 calls

07:00 to 17:00-36 calls

17:01 to 23:59-14 calls

**Mutual Aid Received:**

Bennett Fire-3- 2-ALS (1 to Byers) 1 ambulance crew

**Mutual Aid Given:**

Bennett Fire-6

Byers Fire-7

Deer Trail-1

North Central-1

**Chief McCall gave the following report for 2015:**

Strasburg received aid 96 times (61 were for medical assists).

Strasburg gave aid 183 times.

**Call Breakdown:**

484-EMS/Rescue	35-Good intent
70-Fires	16-False alarms
39-Service	11- Hazmat
7-Special Assignment (Sheriff Office)	3-Severe weather
1-Explosion	

Sunday was the busiest call day, followed by Friday, Tuesday, Saturday, Wednesday, and Monday. Thursday had the least number of calls.

**Call Volumes:**

Heaviest from 11:00-16:00, followed closely by 18:00-20:00, slightly lower at 09:00-10:00 and 12:00-13:00pm

**Runs per Vehicle:**

<b>Ambulance 81-51</b>	<b>Ambulance 82-19</b>
<b>Ambulance 83-361</b>	
<b>Command 81-145</b>	<b>Command 82-24</b>
<b>Attack 81-128</b>	<b>Attack 82-2</b>
<b>Brush 81-43</b>	<b>Engine 81-49</b>
<b>Rescue 81-114</b>	<b>Tender 81-42</b>
<b>Tender 82-0</b>	<b>Truck 81-41</b>

Director Hicks asked that in future reporting regarding call times, the weekend times not be included so that the report only reflects the number of calls made by paid staff. Director Sherer suggested work hours be adjusted to cover more of the calls during the day.

Director Hicks also asked what calls the Department will be charged for once MetCom becomes the dispatch carrier. Chief McCall stated the Department will be charged for any call they are dispatched to. However, if the Department is dispatched for mutual aid then the primary agency dispatched will be billed.

Chief McCall also reported on the status of the MetCom transition. The mapping is complete and will be submitted by Tuesday, January 26, 2016. They are still working on the radio templates. A contract was presented to Attorney Dykstra for review and is ready to be signed. Director Sherer asked about the grant. It is already being worked on.

Director Sherer asked about the status of the new engine being painted. Chief McCall stated he has heard it has been painted but has not received any notice that it is finished.

Director Sherer mentioned the incident involving Engine 81 and that the Engine will not be repaired until the new engine is back. Director Hicks stated the insurance carrier was notified to separate the building claim from the vehicle claim since the repair to the building was \$366.00. By doing this the deductible was lowered from \$2500.00 for a joint claim (vehicle and building) to \$500.00 for just the vehicle repair.

**Citizen's Committee:** This is still being established.

**Any other Director's Items:**

Director Vetter: Nothing further to discuss

Director Devlin: Nothing further to discuss

Director Sherer: Nothing further to discuss

Director Yaich: Nothing further to discuss

Director Hicks: Nothing further to discuss

Chief McCall stated a letter was received from Mr. and Mrs. G. Middlemist regarding the expansion of their storage facility. According to the Agreement signed with them in 2004 it was stated they could write a letter to the Board requesting the impact fee be waived for the second and third building since the fee was paid for the first building. The impact fee owed would be approximately \$6,800.00. The fee that was paid for the

initial building was approximately \$27,000.00. A motion was made by Director Vetter to waive the new impact fee owed. This was seconded by Director Devlin and passed 5-0.

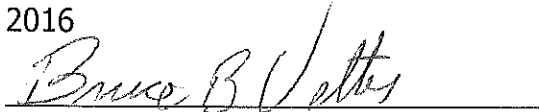
**Executive Session:** A motion was made by Director Hicks to go into executive session according to C.R.S. 24-6-402 (4)(b) for legal advice. This was passed 5-0. The Board, Chief McCall, and Assistant Frank Fields went in to session at 8:00pm.

Following the Executive Session, Attorney Russ Dykstra certified for the record that the executive session was compliant with the statute for the provision of legal advice.

Director Hicks made a motion that the Board stand behind the decision made by Chief Tanner McCall and Assistant Fire Chief Frank Fields regarding termination of staff. This was seconded by Director Yaich and passed by 5-0 roll call vote.

**Continuation/Adjournment:** A motion was made by Director Yaich, seconded by Director Vetter to adjourn the meeting. This was passed 5-0. The meeting ended at 8:03pm.

Respectfully Submitted:  
2016



Bruce Vetter  
Secretary

Approved this 18<sup>th</sup> day of February,



Don Sherer  
President

gv

**STRASBURG FIRE PROTECTION DISTRICT #8**  
**MINUTES OF A SPECIAL MEETING**  
**December 9, 2015**

Director Don Sherer called the meeting to order at 7:05 PM. Board Members present were Don Sherer, Bret Devlin, Rae Lynne Hicks, and Bruce Vetter. Bob Yaich was absent.

Also in attendance were Fire Chief Tanner McCall, Assistant Fire Chief Frank Fields, Battalion Chief Gene Viner, Attorney Russ Dykstra, Volunteer Firefighters Rachel Shuck and Mike Marrero, and District Clerk Gerri Ventura. Volunteer Firefighters Rachel Shuck and Mike Marrero left early.

**Public Comment Regarding Budget Issues:** There was none.

**2014 Budget Amendment:** Director Sherer opened the Public Hearing for the 2014 Budget Amendment. There was no public comment. Director Hicks explained the need for the amendment. Historically the tax revenue was being divided with 6.177 mills being placed in the general fund and 1.000 mill being placed in the pension fund. This was established when the community approved, by vote, an increase in the mill levy to do this. As a result of the audit performed on the 2014 budget by Crady, Puca, and Associates, the auditors felt all of the tax revenue needed to be listed as one entry to the general fund due to a Treasurer's fee that is deducted from the revenue. The 1.000 mill would then be entered as an expense to the general fund and transferred as revenue to the pension fund.

Prior to this clerical change, the 2014 budget was approximately \$30,000 under budget but as a result of this change, the 2014 budget was over budget by approximately \$29,000 resulting in the need to amend the budget.

Director Hicks feels the 2015 budget will not need to be amended as there is a contingency in the budget for any changes.

Director Sherer asked for a roll call vote to amend the 2014 budget. The Resolution Amendment was approved by a 4-0 vote.

Director Sherer closed this portion of the budget hearing.

**Adopt the 2016 Budget:** Director Sherer opened the Public Hearing to adopt the 2016 Budget. There was no public comment. Director Hicks explained the District's property tax revenues increased significantly by 14.4%, due to increases in property taxes in both Adams and Arapahoe Counties. After a discussion with Mr. Dykstra, it was determined that as stated in the Tabor Amendment, property tax revenues can only be increased by 5.5% per year. Therefore, it will be necessary to create a temporary Tabor mill levy reduction for 2016. The 2016 budget presented at this hearing can still be adopted, but Director Hicks suggested the contingency amount indicated in the budget be increased to \$150,000 to offset budgeting done based upon the 14.4% increase in property tax revenue as well as the Tabor mill levy reduction.

A motion was made by Director Sherer to accept the Resolution for the 2016 budget, the tax levies certification subject to the Tabor amendment calculation being added to the certification, and increasing the contingency fund by \$150,000.

Director Devlin seconded the motion. This was passed 4-0 by roll call vote.

Later during the meeting, it was determined that the Tabor mill levy reduction was not needed due to an election held on November 3, 1998. (See page 2 of Resolution 2015-4 to Adopt the 2016 Budget, Appropriate Sums of Money, and Authorize the Certification of the Tax Levy.)

Director Sherer called the regular December meeting of the Strasburg Fire Protection District No. 8 to order at 7:12pm.

**Disclosure of potential conflicts:** None

**Consent Agenda:** Director Vetter made a motion to approve the consent agenda. This was seconded by Director Devlin and passed by roll call vote 4-0.

**Discussion of any special item off the "Consent Agenda":** None

**Review Bids for the Vehicle Maintenance:** This item was tabled until the January, 2016 meeting.

**Discuss Changes to Bank Debit Card:** Director Hicks stated that the current debit card still has the previous Administrator's name on it. Guaranty Bank requires a name be listed on the card. After discussion, it was determined that Chief Tanner McCall and Director Hicks should each have a debit cards on the account. A motion was made by Director Devlin for Chief Tanner McCall and Director Rae Lynne Hicks, to each have a debit card on the Guaranty Bank account. Director Vetter seconded the motion and passed by 4-0 vote.

**Discussion Regarding the Cadet Program:** Assistant Fire Chief Frank Fields addressed the Board regarding the termination of the Cadet Program. He stated the membership would like to re-establish policy and procedures that will provide a more structured and productive program. The membership understands the Board's concerns and liability associated with the program but feel it is a very beneficial and successful program if structured correctly.

Director Sherer appreciated the comments made. He suggested, after the membership has developed a program, they present it to the Board for consideration. Volunteer Firefighter Mike Marrero requested the Board give the membership some guidelines and the concerns the Board has regarding the program, so they can address them as they develop a new program. The Board felt this was a reasonable request and will provide the information to the membership.

**Any other Director's Items:**

Director Vetter: Nothing further to discuss

Director Devlin: Nothing further to discuss

Director Sherer: Nothing further to discuss

Director Hicks: Accountant Tammy Bruntz's contract for accounting services expires at the end of the year. She has re-written her contract to continue to perform the accounting duties for the District with the same provisions and at the same monthly fee as last year.

A motion was made by Director Vetter to renew Tammy Bruntz's contract for 2016 which was seconded by Director Devlin and passed 4-0.

Director Hicks mentioned that she will be going to the bank to set up the new pension CD's. Checks have been issued to have this done.

**Attorney Items:**

**Consider for Approval the Annual Administrative Matters Resolution for 2016**

Mr. Dykstra reviewed the Resolution for 2016. There was a question regarding Section 14 of the Resolution addressing Director Compensation and the need for Section 34 addressing Water or Sewer Rates. After clarification from Mr. Dykstra on these questions, a motion was made by Director Hicks to accept the Annual Administrative Matters Resolution for 2016 with corrections to delete the first portion of Section 14, delete Section 34 from the Resolution, and leave the Officers as listed in the Resolution. This motion was seconded and passed 4-0.

**Consider for Approval the Resolution Concerning the May 3, 2016 Regular Election**

Mr. Dykstra reviewed the Resolution. After discussion, Director Sherer made a motion to approve the Resolution Concerning the May 3, 2016 Election for the Strasburg Fire Protection District No. 8. Director Devlin seconded the motion. This passed by a 4-0 vote.

**Chief's Report:**

Runs year to date: 619

November: 51

39-week day calls

12-weekend calls

00:00 to 06:59-3 calls

07:00 to 17:00-28 calls

17:00 to 23:59-20 calls

**Mutual Aid Received:**

Bennett-4- 2-ALS (1 to Byers) 1 ambulance crew, 1 fire assist



## **Mutual Aid Given:**

Bennett-1

Byers-4

Deer Trail-1

Chief McCall reported that year-to-date the Department is just 3 calls ahead of this time last year and there have been 13 calls so far in December.

Director Sherer asked if Byers is improving in covering their calls. Chief McCall stated they have more staff and are improving.

Chief Mc Call also updated the Board on the status of transferring the communication system to MetCOM. He has been working closely with MetCOM to complete the mapping portion of the project. Chief McCall also has been working on the radio template and the grant application.

A letter sent to ADCOM stated the agreement with them would end March 1, 2016. The Department and MetCOM are planning to be ready to transition to MetCOM on February 1, 2016 in the event ADCOM wants to terminate the agreement early.

**Update on Sale of Ambulances:** Letters are being prepared to be mailed to all of the fire Districts in Colorado.

**Executive Session:** A motion was made by Director Hicks to go into executive session according to C.R.S. 24-6-402 (4)(f) for personnel issues. The Board, Chief McCall, and Assistant Frank Fields went in to session at 7:45pm.

Following the Executive Session, Director Sherer called the meeting back to order at 7:50pm.

Chief McCall recommended to the Board, that both paid employees be retained at the present time by the Department, and receive a cost of living pay increase of 2.3%. Director Hicks reviewed Appendix E Pay Banding of the *Guidelines for Members* handbook. She stated that employees can receive cost of living increases and performance increases until they reach the top of the Pay Band. Discussion followed.

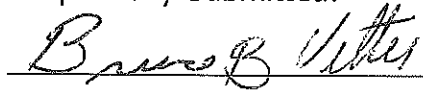
Director Hicks also stated that she and Director Yaich delivered and reviewed Chief McCall's performance evaluation with him. As a result of the review, Director Yaich had recommended Chief McCall receive a 6% performance duty raise. This recommendation is not due to Chief McCall's position but due to his performance in performing his duties. His overall performance rating was very good and he has taken on a lot of additional responsibility. In addition to this, he is in the process of taking classes and studying to become a Fire Marshall, a Firefighter I Instructor and Officer I on his

own initiative. This additional education will help him further develop in his present position. He would receive this 6% merit increase in place of the 2.3% cost of living adjustment.

A motion was made by Director Hicks to give a 6% performance raise to Tanner McCall and a 2.3% cost of living raise to each of the paid Firefighter/Paramedics. This was seconded by Director Devlin and was passed by a 4-0 roll call vote.

Director Sherer made a motion to adjourn the meeting which was seconded by Director Vetter. This was passed 4-0.

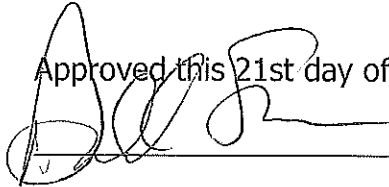
Respectfully Submitted:



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Bruce Vetter  
Secretary

Approved this 21st day of January, 2016



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Don Sherer  
President

gv