



**Present Fire Board of Appeals Board Members (5):**

David Hewett, Chair  
Ron Honn, Vice Chair  
Laurie Olson  
Mike Riggs  
Jannic Ekornes

**Industry Represented:**

Small Business  
Citizen At-Large  
Insurance  
Architecture  
Fire Suppression

**Not Present (1):**

Vince Colarelli

**Industry Represented:**

Building

**Vacant Position: (1)**

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**Industry Represented:**

Large Business

**Present Fire Board of Appeals Secretaries:**

Mark Trudell, Deputy Fire Marshal & Captain

**Representing:**

Colorado Springs Fire Department

**Additional Attendee(s):**

Jason Shireman, Drive Engineer  
Katha Snow, Compliance Coordinator  
Amy Sutherland, Program Administrator  
Melissa Wutzke, Office Specialist

**Representing:**

Colorado Springs Fire Department  
Colorado Springs Fire Department  
Colorado Springs Fire Department  
Colorado Springs Fire Department

**CALL TO ORDER**

1. Chair Hewett calls the meeting to order at 8:32 A.M. and promptly conducts a roll call.

**ADMINISTRATIVE**

1. Approval of Meeting Minutes

Vice Chair Honn motions to approve the proposed meeting minutes as final.  
Board Member Riggs seconds the motion.  
Motion passes unanimously.

2. Contractor Licensing

**A. Fire Suppression Contractor A Applicant**

- i. Business Name: Dignity Fire Protection, Co.  
Principal Officers: Denry Shobe  
Chasse Shobe  
Licensee: Denry Shobe  
RME: Diego Olmos

Deputy Fire Marshal Trudell states Applicant meets the Colorado Springs Fire Department requirements and recommends approval.

**Vice Chair Honn motions to approve the application.  
Board Member Ekornes seconds the motion.  
The motion passes unanimously.**

## **PRESENTATION**

1. Colorado Springs Fire Department Division of the Fire Marshal Support Services  
Presenter: Amy Sutherland, Program Administrator

Program Administrator Amy Sutherland presents on the Colorado Springs Fire Department Division of the Fire Marshal Support Services section.

(Included with these minutes is the presentation slideshow.)

## **BUSINESS**

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## **NEW BUSINESS**

1. Chair Hewett encourages attendees to promote participation on the board and reminds them of the vacant Large Business representative and the expired Building Contractor representative positions.
2. Deputy Fire Marshal Trudell states the mask-wearing protocol within the building has lessened. People defined as fully COVID-19 vaccinated may choose not to wear a mask while in the Hearing Room.

## **ADJOURN**

**Board Member Riggs places a motion to adjourn the meeting.  
Board Member Honn seconds the motion.  
The motion passes unanimously.**

**Meeting adjourned at 8:53 A.M.**

Respectfully submitted by,

Brett T. Lacey  
Fire Marshal and Secretary to Fire Board of Appeals

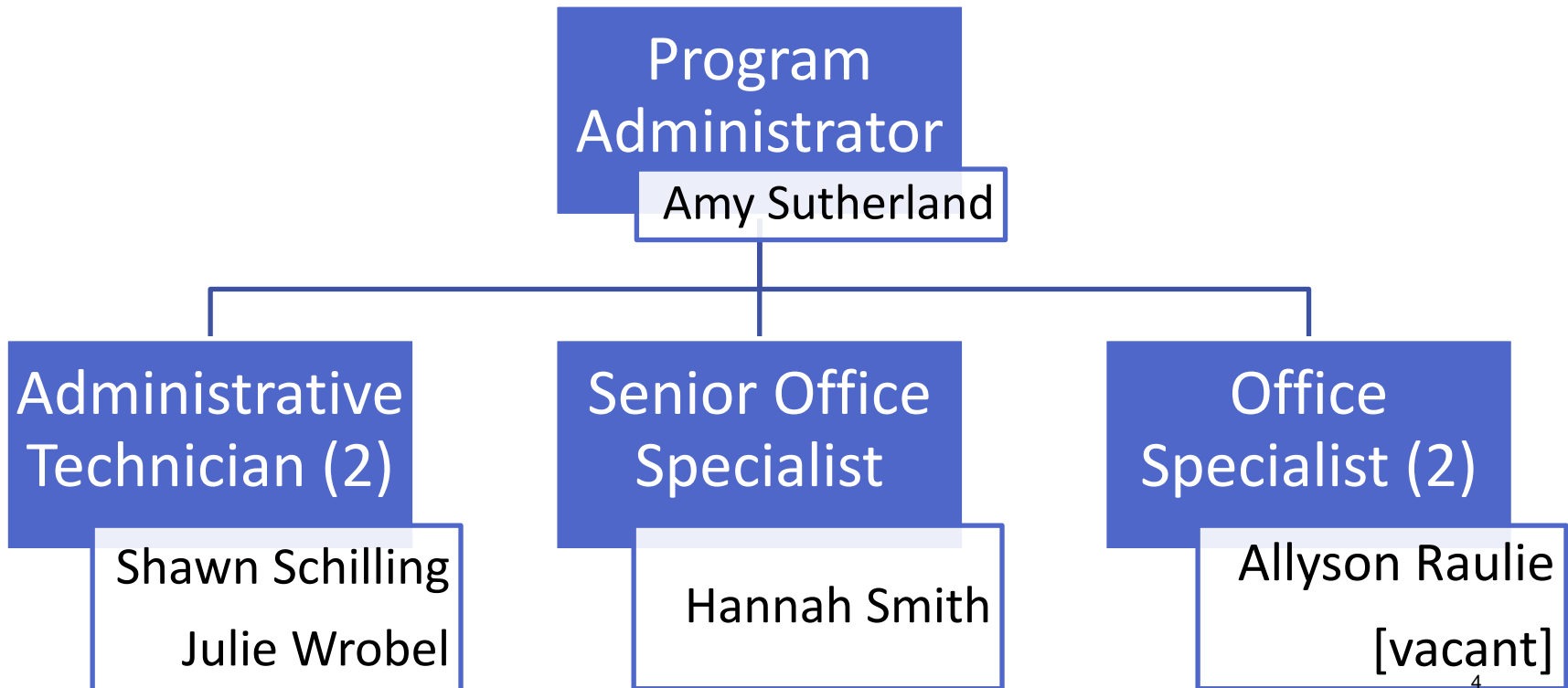
BTL/ks

# Support Services - DFM

Fire Board of Appeals  
June 11, 2021  
Amy Sutherland  
Program Administrator



# Staffing



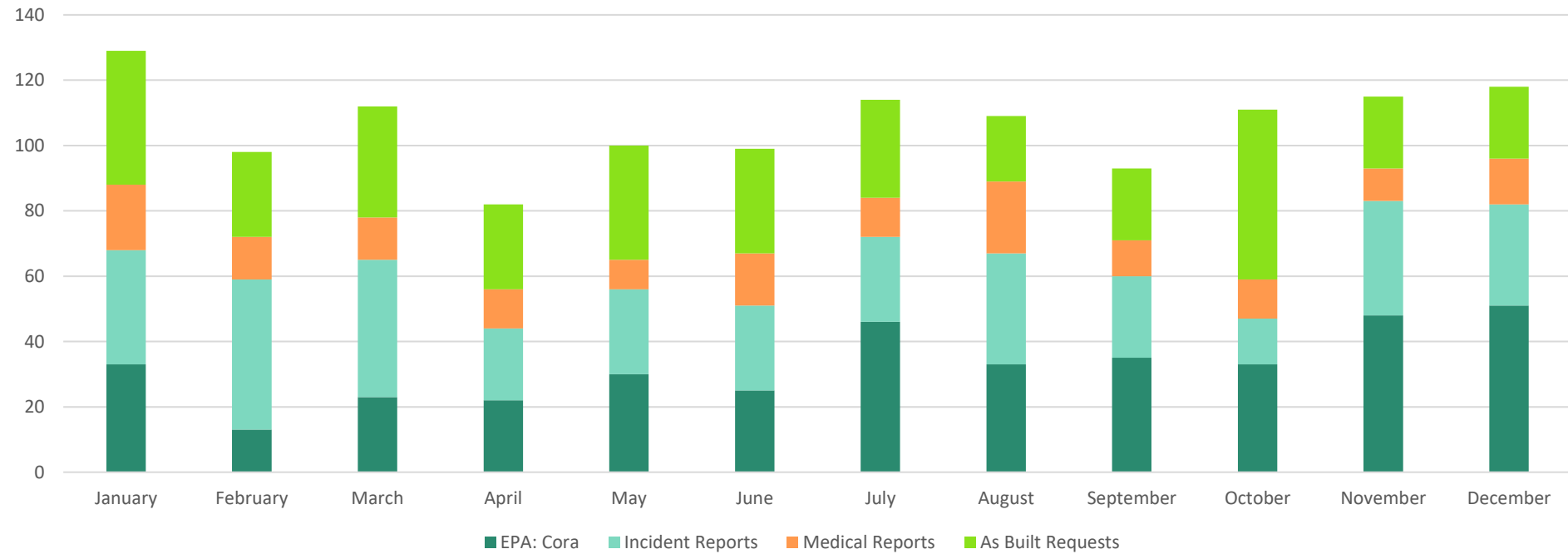
# Support Services Functions

- Provide customer service, financial and administrative support
  - Inspections
  - Plan Review
  - Permitting
  - Fire Investigations
  - Fire Department Complex (FDC) Reception Desk

# Customer Service

- Staffing CSFD & DFM Primary telephone lines
- Staffing business hours at DFM office & Fire Department Complex
- Records Requests
  - EPA/CORA
  - Incident Reports: Fire, Medical & Other
  - Electronic Records
- HAMMERS Technical Support

### 2020 Information/Records Requests



**Information/Records Requests 2020: 1,280**

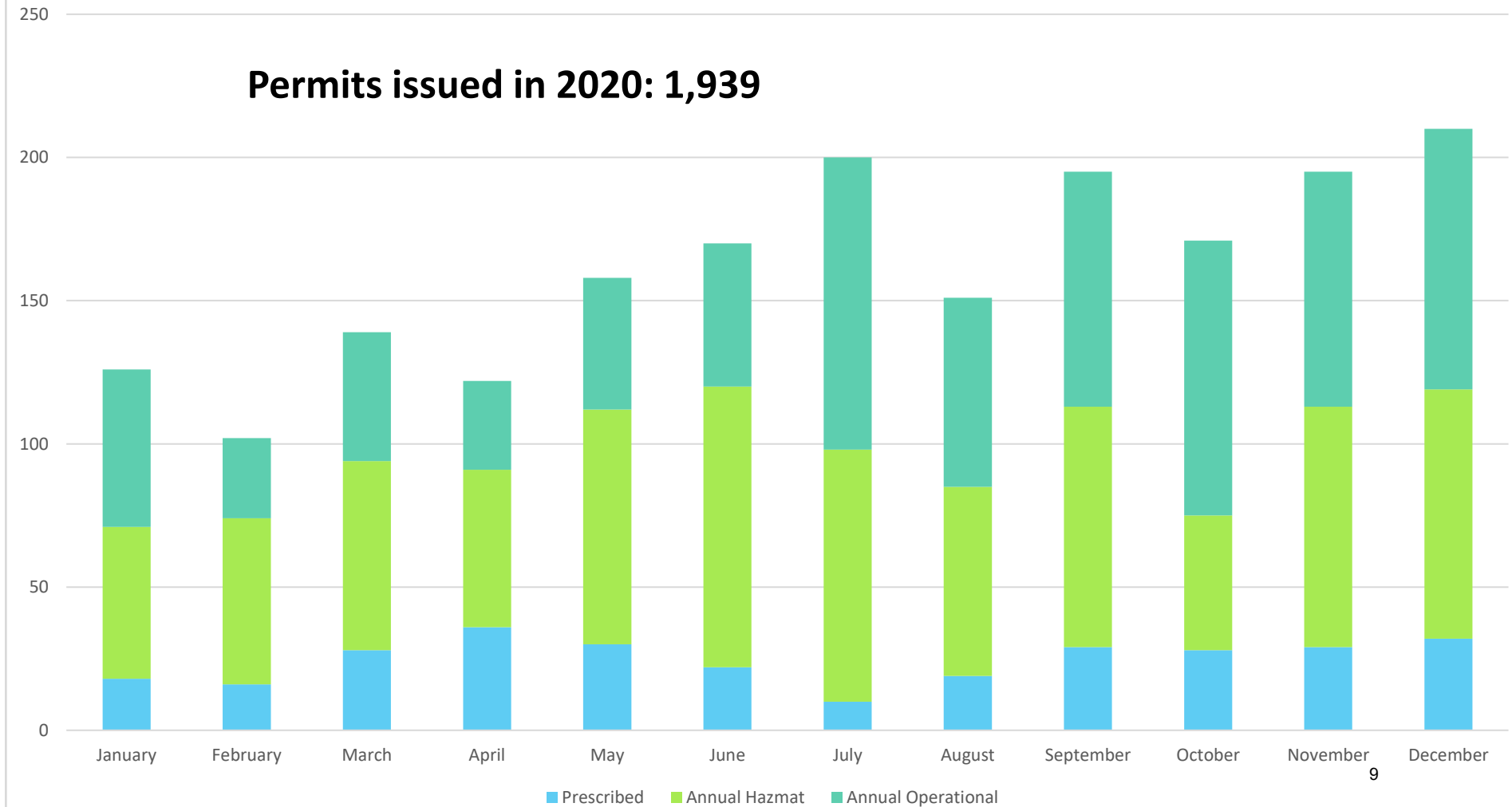
# Administrative Support

- Inspections scheduling, QA & maintenance/information updates
- Permit issuance and tracking
- Records management
- Volunteer coordination
- Fire investigations case files, documents & images



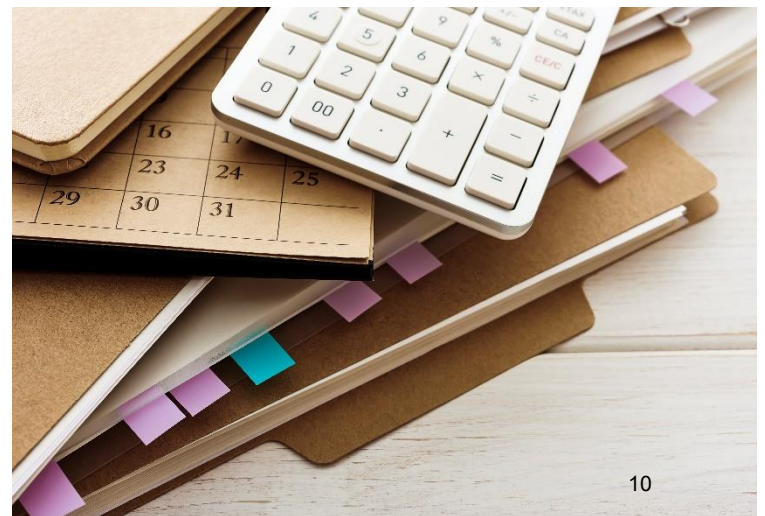
## 2020 Permits by Type

**Permits issued in 2020: 1,939**



# Financial Support

- Invoicing & Accounts Receivable
- Division purchasing & accounts payable
- Annual Budget preparation, management & execution
- Grants management
  - Applications
  - Administration
  - Tracking & Reporting
  - Closeout



# Program Support

- Knox Rapid Entry Program
- IT Projects
- Strategic Planning
- Employee onboarding/offboarding & succession planning
- Contract issuance and administration

# Questions?

Amy Sutherland

DFM Program Administrator

[Amy.Sutherland@coloradosprings.gov](mailto:Amy.Sutherland@coloradosprings.gov)

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