

**Hygiene Fire Protection District**  
**BOARD OF DIRECTORS SPECIAL MEETING**  
**Fire Station, 7523 Hygiene Road**  
**July 19th, 2023 at 7:00 p.m.**

*This meeting was conducted both in person and virtually, via Zoom teleconferencing software.  
Director Sanders was the meeting Host.*

**Directors in Attendance:** Rick Hill, Chair Devon Martin, Brain Sanders and Kevin Wright

**Directors Not in Attendance:** Rich Hanke (Excused)

**Department Personnel:** Fire Chief Cody Trevithick, Interim Battalion Chief Alex Frank

**Meeting Attendees:** Secretary of the Board Angela Frank, Firefighters Karl Dunlap, Daniel Kravetz and Alex Snow

- I. PENSION BOARD – None
  
- II. CALL REGULAR MEETING OF HFPD TO ORDER – Regular meeting called to order at 7:08PM
  
- III. AUDIENCE COMMENTS FOR ITEMS NOT ON THE AGENDA – None
  
- IV. APPROVE MINUTES
  - a. Special Meeting July 19, 2023- a MOTION to amend the July 19th Regular Meeting Agenda to read Special Meeting Agenda was made by Director Sanders, Director Martin seconded and the motion was approved by unanimous vote.
  
  - b. Regular Meeting June 14, 2023- a MOTION to approve the June 14th Regular Meeting Minutes was made by Director Sanders, Director Wright seconded and the motion was approved by unanimous vote.
  
  - c. Special Meeting June 22, 2023- a MOTION to approve the June 22nd Special Meeting Minutes was made by Director Sanders, Director Wright seconded and the motion was approved by unanimous vote.

## V. REPORTS

- a. Treasurer's Report - Rental lease is due. Need to formalize the Stipend Program. The Audit was received.
  - i. A MOTION to approve the financials was made by Director Wright, Director Hill seconded and the motion was approved by unanimous vote.
  
- b. Secretary's Report - District audit must be forwarded to the State Auditor's Office by July 30, 2023.
  
- c. Friends of Hygiene - None
  
- d. Chief's Report -
  - i. Call Activity of Note – There were only a few calls since the last meeting. Firefighters are getting out the door quickly.
  
  - ii. Shift Coverage - Chief is working with Vector Solutions to pull reports. A new hiring process will begin August 12th to bring on more Firefighters.
  
  - iii. Projected 2023 Wildland Plan - The plan is in process. There have been several deployments in 2023.
  
  - iv. SOPs for New Command Structure -
    1. Command Vehicle Standard Operating Procedure - A task book has been created in order for a Firefighter to qualify for and operate the HFPD Command Vehicle.
  
  - v. Security Cameras - Chief proposed the purchase of the Verkada system. It is not approved for the current budget. Chair Martin volunteered to search for a grant.
  
  - vi. Roof Flashing - No new progress

vii. Other Issues & Opportunities

1. Boulder County Auto Aid Agreement - MOU has been signed by all districts except the City of Longmont.
2. Zonehaven - A live map Evacuation Management and Community Report for HFP District Citizens will go live soon.
3. Steak Dinner - Dinner will be Saturday July 22nd.
4. Grant - A Grant HFD was rewarded went to purchase MES equipment

VI. OLD BUSINESS

- a. Land Acquisition- No activity to note.
- b. Strategic Communications Policy- The policy is finished.
- c. PIO - The mountain departments would like to work together to have one PIO.
- d. Board Administrator Position - Director Hill will edit the Board Administrator Job Description.

VII. NEW BUSINESS -

- a. Work Session - A work session was proposed for mid August to discuss Chief Job Description, Chief Volunteer Position and Command Vehicle Stipend Program

VIII. AGENDA NEXT MONTH

- a. Regular Meeting - Board will meet Tuesday, August 15th, 2023.
  - i. Director Wright will be excused.

IX. ADJOURNMENT –A MOTION to move to end the meeting was made at 9:06 pm by Chair Martin, Director Hill seconded and the motion was approved by unanimous vote.

**MOTION/RESOLUTION SUMMARY:**

- a MOTION to amend the July 19th Regular Meeting Agenda
- A MOTION to approve the June 14 Meeting Minutes
- A MOTION to approve the June 22 Meeting Minutes
- A MOTION to approve the financials

**ACTION ITEMS:**

**Chief Trevithick** - Send Chief Job description to the board. Send out Finalized Strategic Communication Policy. Send out Vehicle SOP to the board.

**Interim Battalion Chief Frank** - None

**Pension Board Chair Bashor** - None

**Board Chair Martin** - Search for a security system grant

**Director Hanke** – None

**Director Hill** - Edit the Board Administrator Job Description

**Director Sanders** – None

**Director Wright** - None

**Wildland Coordinator Brons** - None

**Secretary of the Board Frank** - Amend July 19, 2023 Agenda