

Hygiene Fire Protection District
BOARD OF DIRECTORS REGULAR MEETING
Fire Station, 7523 Hygiene Road
February 8th, 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: Scott Snyder, Rick Hill and Brain Sanders

Directors Not in Attendance: Andie Adams and Devon Martin

Department Personnel: Fire Chief Cody Trevithick and Assistant Chief Russ Benzel

Meeting Attendees: Pension Chair Paul Basher, Recording Secretary Angela Frank, Wildland Coordinator Tyler Wurzer, Firefighters Ian Sternau, Nicole Reynolds, Kevin Reed and Scott Olson

I. PENSION BOARD – a MOTION to authorize the pension board to use \$1,400 of funds current in the Pension to perform a study was made by Director Snyder, seconded by Director Hill and the motion was approved by unanimous vote.

II. CALL REGULAR MEETING OF HFPD TO ORDER – Regular meeting called to order at 7:31PM

III. AUDIENCE COMMENTS FOR ITEMS NOT ON THE AGENDA – None

IV. APPROVE MINUTES

- a. Regular Meeting January 12, 2023- a MOTION to approve the January 12th meeting minutes was made by Director Hill, Director Sanders seconded and the motion was approved by unanimous vote.

V. REPORTS

a. Treasurer’s Report -

- i. Shift program is not being fully utilized. Are we over budgeting? Or is the shift program not being filled?
- ii. There is a question over whether we need to contribute to the FAMLII insurance pool. Deferred to a Work Session.

iii. Strategic Planning - What can we afford to purchase a property in 2023? Deferred to a Work Session.

iv. There was discussion on how to track the wildland fire budget. WLC Wurzer's training will be budgeted under general fire training.

b. Secretary's Report –

i. We are late on submitting an updated District Boundary Map with the clerk and county. - Director Snyder will check with John Chmil to see what exclusions have been made to our district in 2022. With that information, Chief Trevithick will make the final adjustments to the map Firefighter Austin Venton created to prepare for submission.

ii. We are also late in submitting a transparency notice. Recording Secretary Frank will discuss with Director Martin.

c. Friends of Hygiene - Friends of Hygiene will meet this month.

d. Chief's Report -

i. Call Activity of Note – There were 19 calls since the last meeting: mostly medical, 5 MVAs, and 2 structure fires. One structure fire was in our district - a lot of people showed up, lots of snow, our firefighters did well.

ii. Shift Coverage - Coverage this year, 2023, has been much better than last year. For folks who work over a certain number of hours per month, Director Sanders asked how we are making sure they do not exceed their hours for a 6 month period? Firefighters are allowed to shift 48 hours a week. Director Sanders would like to see a month by month percentage of coverage we have for the Lieutenant position as well as other paid positions. Assistant Chief Benzel will compile the report.

iii. Grant Radios - We are waiting for approval from Larimer County to use their TAC channels when we are in their district for a mutual aid or auto aid call.

iv. Wildland Coordinator Benefits- How do we set up sick time? Cody needs to send an email to Vicki and Director Sanders about ADP sick time tracking.

- v. Harassment policy - We need to make a few changes to our harassment policy. Otherwise, what we have is good.
- vi. Captain Compensation - Chief Trevithick would like to compensate all HFD Captains for hours put in for these positions. Chief is to outline a proposal to bring to the March Board Meeting for approval.

VI. OLD BUSINESS

- a. Grants - Director Hill helped make a list of possible grants for our department. Federal and State grants take the most time to prepare for. Third party grants require a lot less information. Katie Roberts and WLC Wurzer will use their best judgment to choose which grants to go after. Wurzer would like to be put in contact with our previous grant writer to start gathering information. We need to run a Risk Analysis.
- b. Land Acquisition- Deferred to a Work Session.
- c. Strategic Communications Policy- The policy is still in progress.

VII. NEW BUSINESS

- a. May 2nd Election
 - i. Appoint Election Official - Director Hill makes a MOTION to adopt the resolution for Kurt Schlegel to be the HFD Designated Election Official, Director Sanders seconds and the motion was approved by unanimous vote.
 - ii. We have 2 year and 4 year terms available. We need two new Directors. The resolution and call for nominations need to be published on the Website, Facebook and in the newspaper.
- b. Goal planning - Deferred to Work Session.

- c. Staff Evaluations - Deferred to Work Session.
- d. Rolls and Responsibilities for recording secretary - Recording Secretary Frank is to write out her current roles and responsibilities in preparation for the next Work Session.

VIII. AGENDA NEXT MONTH

- a. Work Session scheduled for Wednesday, February 15, 2023.
- b. Executive Session deferred to Work Session.

IX. ADJOURNMENT –A MOTION to move to adjourn was made at 9:10pm by Director Hill, Director Sanders seconded and the motion was approved by unanimous vote.

Future Work Items

1. Meet with Mt View FPD
2. Meet with Lyons FPD

Motion/Resolution Summary:

- a MOTION to authorize the pension board to use \$1,400 of their funds to perform a study
- a MOTION to approve the January 12th meeting minutes
- a MOTION to adopt the resolution for Kurt Schlegel to be the HFD Elections Official

ACTION ITEMS:

Chief Trevithick - Make final adjustments to the HFPD map, prepare it for submission. Send an email to Vicky and Director Sanders about ADP tracking WLC Wurzer's sick time. Outline a proposal regarding the compensation of HFD Captains and bring to the March Board Meeting for approval.

Assistant Chief Benzel – Compile a report which shows a month by month percentage of coverage we have for the Lieutenant position as well as other paid positions.

Pension Board Chair Bashor -

Director Snyder - Contact John Chmil about 2022 District Exclusions to HFPD boundary map.

Director Martin - NONE

Director Sanders – NONE

Director Adams – NONE

Director Hill - NONE

Wildlife Coordinator Wurzer - NONE

Recording Secretary Frank - Contact Director Martin regarding Transparency Notice Submissions. Prepare a document of current roles and responsibilities.