

Hygiene Fire Protection District
BOARD OF DIRECTORS REGULAR MEETING
Fire Station, 7523 Hygiene Road
June 14th, 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: Rich Hanke, Rick Hill, Kevin Wright and Brain Sanders

Directors Not in Attendance: Chair Devon Martin (Excused)

Department Personnel: Fire Chief Cody Trevithick, Interim Battalion Chief Kyle McAllister

Meeting Attendees: Secretary to the Board Angela Frank, Firefighters Nico Olalla, Kevin Reed, and Sara Fillmer, Fire Marshall Travis Homyak, Bissy Gaudiano, Carly Hester

I. PENSION BOARD – None

II. CALL REGULAR MEETING OF HFPD TO ORDER – Regular meeting called to order at 7:04PM

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

IV. APPROVE MINUTES

- a. Regular Meeting April 12, 2023- a MOTION to approve the April 12th meeting minutes was made by Director Sanders, Director Hanke seconded and the motion was approved by unanimous vote.
- b. Regular Meeting May 10, 2023- a MOTION to approve the May 10th meeting minutes was made by Director Sanders, Director Hanke seconded and the motion was approved by unanimous vote.

V. REPORTS

- a. Treasurer’s Report - Building maintenance was large due to Furnace and Heat pump expenses. The shift program is under budget. Life Pack 15 was billed this month. John Cutler should have an audit for us by June 30th.

b. Secretary's Report - 2023 election results have been filed with the County Clerk and Recorder(s) Office and with DOLA.

c. Friends of Hygiene - None

d. Chief's Report -

i. Call Activity of Note – 22 calls since last meeting. There were mostly medical calls as well as MVAs.

ii. Command structure- Chief Trevithick is restructuring the command structure with two Battalion Chiefs and a Chief Assistant

1. Introduction of Interim Battalion Chief Kyle McAllister. Interim Battalion Chief Alex Frank was unable to attend the meeting.

2. Defer to a Board Meeting on June 22nd to discuss job descriptions.

iii. Shift Coverage - Chief will email the monthly report from Vector Solutions.

iv. Wildland Coordinator - Nathan Brons is the new Wildland Coordinator. Benefits will go into effect July 1st.

v. Other Issues & Opportunities

1. Light Fixtures - Waiting on a quote to install.

2. Roof Flashing - The roof needs new flashing.

VI. OLD BUSINESS

a. Grants - Introduction of Carly Hester and Bissy Gaudiano. Deferred to a work session on June 22th at 7pm.

- b. Land Acquisition- No activity to note.
- c. Strategic Communications Policy- The policy needs a final review to be voted on June 22nd.
 - i. PIO - Introduction of Travis Homyak as a possible PIO for the HFD
- d. District Manager Update- Discussion about roles and responsibilities. Deferred to June 22nd meeting.

VII. NEW BUSINESS -

- a. Steak Dinner will be July 22nd at 4pm.

VIII. AGENDA NEXT MONTH

- a. Second June Board Meeting - Board will meet June 22nd.
- b. Regular Meeting - Board will meet July 12th.

IX. ADJOURNMENT –A MOTION to move to end the meeting was made at 8:54 pm by Director Wright, Director Hill seconded and the motion was approved by unanimous vote.

MOTION/RESOLUTION SUMMARY:

- A MOTION to approve the April Meeting minutes
- A MOTION to approve the May Meeting minutes

ACTION ITEMS:

Chief Trevithick - Share shift coverage information with Board; Send Battalion Chief job description to the board; Create a projected wildland plan for 2023 with Nathan Brons; Share security system information with Board; Prepare Grant information; Obtain bids for Lights; Add Director Hanke as an admin on Vector Solutions; Present 2024 financial model;

Pension Board Chair Bashor - None

Director Hanke – Go to Bank of the West to add as co signatory on accounts

Director Hill - Project manage grant and grant writers; Prepare a working document for District Manager Job Description

Director Martin - None

Director Sanders – Obtain a credit card for Chief Trevithick; Retrieve new applicant names from Drive; Gather information about what is the threshold for three service bids; Prepare 2024 Budget planning internal sheet

Wildland Coordinator Brons - Create a projected wildland deployment plan for 2023.

Recording Secretary Frank - Update budget information on HFD website; email board about SDA; post about June 22nd meeting