

**Hygiene Fire Protection District**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**Fire Station, 7523 Hygiene Road**  
**July 10th, 2024 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:** Chair Rich Hanke, Rick Hill, Brain Sanders and Kevin Wright

**Directors Not in Attendance:** None

**Department Personnel:** Chief Cody Trevithick and Assistant Chief Alex Frank

**Meeting Attendees:** Keri Casanova, Firefighters Scott Olson

- I. PENSION BOARD - FPPA paperwork has been submitted.
  
- II. CALL REGULAR MEETING OF HFPD TO ORDER – Regular meeting called to order at 7:01PM
  
- III. AUDIENCE COMMENTS FOR ITEMS NOT ON THE AGENDA
  
- IV. APPROVE MINUTES
  - a. Regular Meeting May 8, 2024 - a MOTION to approve the May 8th, Regular Meeting Minutes was made by Director Hill, Director Wright seconded and the motion was approved by unanimous vote.
  
- V. REPORTS
  - a. Treasurer’s Report
    - i. Audit must be submitted by July 30th.
  
    - ii. Director Sanders presented a list of risks and opportunities he sees for the future of HFD as well as the June financials.

b. Secretary's Report

- i. A new HFD website is live.
- ii. Steak dinner for members is August 10th.
- iii. Director Hall made a MOTION to appoint Keri Casanova as a Director of HFPD. Director Sanders seconded and the motion passed with unanimous vote.

1. Keri Casanova took the Oath of Office.

c. Friends of Hygiene

- i. The paypal account is functional.

d. Chief's Report -

- i. Call activity of note - There were 28 total calls since the last meeting - 11 medical, 1 wildland fire, 6 MVA, 4 service calls, 5 canceled, 1 detector malfunction
- ii. Shift Coverage - LT and FF positions were fully covered; volunteer FF position was 50%; 2860 was 80% covered.

iii. Other

1. Chief is finalizing the wildland fire spreadsheet.
2. Grants - The equipment for the wildland grant was received.
3. Music Fest was a success and proceeds went to HFD.
4. Standard of Coverage - A county wide auto aid is being formed.

5. Hiring process for Administrative and BC positions will begin July 19th.

6. OSHA - Chief discussed a proposed policy.

VI. OLD BUSINESS

a. Meeting Recording Requirements - Retention period is 6 months after the approval of the minutes. Executive session recording must be retained for 90 days.

i. Director Sanders suggested the board adopt a data recording policy in the new year.

VII. NEW BUSINESS

a. Long Term District Planning Subcommittee Update - Discussion about possible partnership with Longmont FD.

VIII. AGENDA NEXT MONTH

a. Regular Meeting is set for August 14th, 2024

IX. ADJOURNMENT

a. A MOTION to move to the end of the meeting was made at 9:23pm by Director Hill, Director Wright seconded and the motion was approved by unanimous vote.

**MOTION/RESOLUTION SUMMARY:**

i. a MOTION to approve the May 8th, Regular Meeting Minutes

ii. a MOTION to appoint Keri Casanova as a Director of HFPD

**ACTION ITEMS:**

**Chief Trevithick** - Check Doorbell; Wildland 2023 spreadsheet; Work with Chmil to draft a letter to oppose a new OSHA policy; meet with CMEX about training grounds; Contact Comcast about phone extensions; distribute grant summary with board; FF sick time document;

**Assistant Chief Frank** - None

**Pension Board Chair Bashor** - None

**Chair Hanke** – None

**Director Hill** - Follow up with Chmil regarding the Post Office rental agreement. Send Chief Trevithick the calendar of events to post to the website; Register Kari as a board member;

**Director Sanders** – Transfer treasurer responsibilities to another director

**Director Wright** - None

**Assistant to the Board Frank** - None