

Hygiene Fire Protection District
BOARD OF DIRECTORS REGULAR MEETING
Fire Station, 7523 Hygiene Road
June 12th, 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 Karl Dunlap and Daniel Kravets

I. PUBLIC HEARING OF LAND EXCLUSION

II. PENSION BOARD

III. CALL REGULAR MEETING OF HFPD TO ORDER – Regular meeting called to order at 7:10PM

IV. AUDIENCE COMMENTS FOR ITEMS NOT ON THE AGENDA

- a. Director Sanders made a MOTION to accept the land exclusion from HFPD, Director Hill seconded and the motion was approved by unanimous vote.
- b. Chair Hanke made a MOTION to approve and sign the FPPA agreement. Director Hill seconded and the motion was approved by unanimous vote.
- c. Keri Casanova introduced herself as a possible new board member.

V. APPROVE MINUTES

- a. Regular Meeting May 8, 2024 - a MOTION to approve the May 8th, Regular Meeting Minutes was made by Chair Hanke, Director Hill seconded and the motion was approved by unanimous vote.

VI. REPORTS

a. Treasurer's Report

- i. Director Hill made a MOTION to approve the April and May financial reports as presented, Chair Hanke seconded and the motion was approved by unanimous vote.
- ii. Director Sanders will step down as Director in August 2024

b. Secretary's Report

- i. Director Hill reviewed Secretary duties.
- ii. A new HFD website is being created.

c. Friends of Hygiene

- i. Board discussed paypal account reconciliation.

d. Chief's Report -

- i. Call activity of note - There were 32 total calls since the last meeting - 4 canceled, 9 medical, 4 fire, 8 MVA, 1 service call, 3 unable to locate, 1 gas leak, 2 detector malfunction
- ii. Shift Coverage - LT and FF positions were fully covered; volunteer FF position was 50%; 2860 was 80% covered.

iii. Other

1. Grants - Discussion about awarded and prospective grants for HFD.
2. Cemex - Discussion about a possible training center.

3. Deployment for Wildfires - Discussion in process for state calls.
4. FF Hiring process will begin in July.
5. Irrigation pump has been replaced at the green house.
6. Blue Mountain Vineyards Benefit on June 9th raised money for HFD
7. Music Fest is June 29th - There will be an open house and pancake feed.

VII. OLD BUSINESS

- a. Long Term District Planning Subcommittee Update - Quote for service from AMR
- b. Meeting Recording Requirements - Retention period is 6 months after the approval of the minutes. Executive session recording must be retained for 90 days.
- c. Board of Directors Vacancy - Director Hill will post a position advertisement.

VIII. NEW BUSINESS

- a. 1600 hours FF Job Description - Chmil advised the creation of new job descriptions to clear up confusion.

IX. AGENDA NEXT MONTH

- a. Regular Meeting is set for July 10th, 2024

X. ADJOURNMENT

- a. A MOTION to move to the end of the meeting was made at 9:14pm by Director Hanke, Director Hill seconded and the motion was approved by unanimous vote.

MOTION/RESOLUTION SUMMARY:

- i. a MOTION to accept the land exclusion from HFPD
- ii. a MOTION to approve and sign the FPPA agreement
- iii. a MOTION to approve the May 8th, Regular Meeting Minutes
- iv. a MOTION to approve the April and May financial reports

ACTION ITEMS:

Chief Trevithick - Create phone extension for the board; continue to develop FF job descriptions; post BC and Administrative jobs; cancel Comcast; meet with CMEX; distribute grant summary with board; Wildland 2023 spreadsheet; work with Vicki for FF sick time;

Assistant Chief Frank - None

Pension Board Chair Bashor - None

Chair Hanke – Discuss with Chmil a resolution for meeting recording retentions as well as new Director procedures

Director Hill - Follow up with Chmil regarding the Post Office rental agreement and other Secretary duties

Director Sanders – None

Director Wright - None

Assistant to the Board Frank - None