

Hygiene Fire Protection District
BOARD OF DIRECTORS SPECIAL MEETING
Fire Station, 7523 Hygiene Road
June 22nd, 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,
Interim Battalion Chief Alex Frank

Meeting Attendees: Secretary of the Board Angela Frank, Firefighter Rachel Roberts

- I. CALL REGULAR MEETING OF HFPD TO ORDER – Regular meeting called to order at 7:06PM
- II. AUDIENCE COMMENTS FOR ITEMS NOT ON THE AGENDA – None
- III. APPROVE MINUTES - None
- IV. REPORTS - None
- V. OLD BUSINESS - None
- VI. NEW BUSINESS
 - a. A MOTION to remove former director Snyder from Bank of the West accounts was made by Director Sanders, Director Hill seconded, and the motion was approved by unanimous vote.
 - b. A MOTION to enable the Treasurer to transfer funds to CSAFE or BoW CD if deemed appropriate was made by Director Sanders, seconded by Director Wright, and the motion was approved by unanimous vote.

- c. Proposed Command Structure - There has been a change to one paid Battalion Chief, one volunteer Battalion Chief and a stipend for certified Lieutenants to volunteer to take the command car one day every six day period.
 - i. A MOTION to allocate unused funds from the shift program, at \$100 per day to enable the Battalion Chief command car coverage starting May 1st through the end of the year, was made by Director Sanders, second by Director Hill, and the motion was approved by unanimous vote.
 - ii. A MOTION to reallocate the Assistant Chief salary to the new position of Battalion Chief at the same basis retroactive to the first day the Interim Battalion Chief assumed that role was made by Director Hanke, second by Director Hill, and the motion was approved by unanimous vote.

- d. District manager update and shift coverage
 - i. A job description was discussed for a District Manager position.
 - ii. Shift coverage reporting was discussed.

- e. Other topics to inform Board of priorities for 2023
 - i. Media - a discussion over hiring a PIO for a period of time
 - ii. Grant writer - discussion over hiring a grant writer for the District
 - iii. Strategic Communications Policy - finalizing

- f. Report from Secretary to the Board Angela Frank from the SDA Training session

VII. Agenda Next Month

- a. Regular Meeting- Board will meet July 12th

- i. Request that Attorney John Chmil to attend the July 12th Board Meeting
- ii. Director Hanke is excused from the next meeting

VIII. ADJOURNMENT –A MOTION to move to end the meeting was made at 9:11 pm by Director Wright, Director Hank seconded and the motion was approved by unanimous vote.

MOTION/RESOLUTION SUMMARY:

- A MOTION to remove former Director Snyder from the Bank of the West Accounts
- A MOTION to enable the Treasurer to transfer funds to CSAFE or BoW CD if deemed appropriate
- A MOTION to allocate unused funds from the shift program to the command car coverage
- A MOTION to reallocate the Assistant Chief salary to the new position of Battalion Chief

ACTION ITEMS:

Chief Trevithick - Formalize SOPs for New Command Structure and distribute to Board of Directors; report at next meeting about Vector Solutions; finalize Strategic Communications Policy with Director Hill

Pension Board Chair Bashor - None

Director Hanke – None

Director Hill - Finalize Strategic Communications Policy with Chief Trevithick

Director Martin - None

Director Sanders – None

Wildland Coordinator Brons - None

Recording Secretary Frank - Prepare Job Description and distribute to Board