

Hygiene Fire Protection District
BOARD OF DIRECTORS REGULAR MEETING
Fire Station, 7523 Hygiene Road
May 10th, 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: Richard Hanke, Rick Hill, Devon Martin, Brain Sanders and Kevin Wright

Directors Not in Attendance:

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

Meeting Attendees: Scott Snyder, Recording Secretary Angela Frank, Travis Homyak

- I. PENSION BOARD – None
- II. CALL REGULAR MEETING OF HFPD TO ORDER – Regular meeting called to order at 7:01PM
- III. OATH OF OFFICE -
 - a. Kevin Wright was appointed until the 2025 Election.
 - b. Rick Hill was appointed until the 2025 Election.
 - c. Brian Sanders was elected by default until 2027.
 - d. Rich Hanke was elected by default until 2027.
- IV. ELECT OFFICERS
 - a. Chair of Board/President of the District - A MOTION to nominate and elect Director Martin as Chair of Board/President of the District was made by Director Hill, Director

Hanke seconded. There were no objections and no other nominations. The motion was approved unanimously.

- b. Treasure of the Board and Special District - A MOTION to nominate and elect Director Sanders as Treasurer was made by Director Martin, Director Wright seconded. There were no objections and no other nominations. The motion was approved by unanimous vote.
- c. Secretary of the Board- A MOTION to nominate and elect Angela Frank as Secretary was made by Director Wright, Director Martin seconded. There were no objections and no other nominations. The motion was approved by unanimous vote.

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

VI. APPROVE MINUTES

- a. Regular Meeting Minutes April 12, 2023 - Deferred to June Board Meeting
- b. Work Session April 20, 2023- a MOTION to approve the April 20th work session minutes was made by Director Sanders, Director Hill seconded and the motion was approved by unanimous vote.

VII. REPORTS

- a. Treasurer’s Report - Most Capital Expenses are complete for the year. John Cutler will prepare our audit.
- b. Secretary’s Report - The Certification of Election Results is due to the Division within thirty days of the election.
- c. Friends of Hygiene - None
- d. Chief’s Report -

- i. Call Activity of Note – There was a call on Rabbit Mt and a few Lyons FD calls. Through the MOU and SOC there is talk about creating a standard of coverage in Boulder County.

- ii. Shift Coverage - In April, there were 7 shifts with no LT and 7 shifts with no paid FF on duty. Volunteer FF shifts increased to 70% coverage. On May 13th, there is a mutual aid structure fire training.

- iii. Wildland Coordinator Position- Nathan Brons was offered and has accepted the position. He will start this month.

- iv. Other Issues & Opportunities
 - 1. Furnace - The new furnace is installed.

 - 2. Light Fixtures - Waiting on a quote from the electrician.

 - 3. Roof Flashing - Company was contacted about roof damage.

 - 4. Security System - A new security system has been installed.

VIII. OLD BUSINESS

- a. Grants - Director Martin submitted a grant application to the Gary Sinise Foundation. The grant can be re-submitted every six months.

- b. Land Acquisition- A date needs to be set to talk with the current greenhouse land owner.

- c. Strategic Communications Policy- The policy will be finalized at the next work session.

- d. District Manager- Director Martin contacted the District Manager, Kurt Schlegel.

IX. NEW BUSINESS - None

X. AGENDA NEXT MONTH

- a. Work Session will meet on May 17th to finalize the Strategic Communications Policy and review board google documents.
- b. Regular Meeting will meet on June 14th. Director Martin will request John Chmill to be present.

XI. ADJOURNMENT –A MOTION to move to an executive session was made at 9:02pm by Director Sanders, Director Hanke seconded and the motion was approved by unanimous vote.

MOTION/RESOLUTION SUMMARY:

- A MOTION to approve the April Work Session minutes
- A MOTION to elect Devon Martin as Chair of Board/President of the District
- A MOTION to elect Director Sanders as Treasurer of the Board
- A MOTION to elect Angela Frank as Secretary of the Board

ACTION ITEMS:

Chief Trevithick - Prepare a living document for grant deadlines.

Assistant Chief Benzel – NONE

Pension Board Chair Bashor - NONE

Director Hanke – Develop Board Google Calendar.

Director Hill - NONE

Director Martin - Meet with property owner adjacent to the station. Appoint a Director to prepare March Work Session Minutes.

Director Sanders – Meet with property owner adjacent to the station.

Director Wright - NONE

Board Secretary Frank - Revise April Meeting Minutes.