

**Hygiene Fire Protection District**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**Fire Station, 7523 Hygiene Road**  
**November 8th, 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:** Chair Rich Hanke, Rick Hill, Devon Martin, Brain Sanders and Kevin Wright

**Directors Not in Attendance:** None

**Department Personnel:** Fire Chief Cody Trevithick

**Meeting Attendees:** Pension Board Chair Paul Bashor, Cole S, Firefighters Scott Olson, Kaleb Lokey, Luis Salgado, Daniel Kravets, and Ian Sternau

I. PENSION BOARD -

- a. A MOTION to increase the pension from \$400 to plan A at \$500 a month was made by Director (Treasurer) Sanders - the motion was amended by Director Hanke to include a target for the pension fund to be funded at 125% over the next several years. The amended MOTION was seconded by Director Hill and the motion was approved by unanimous vote.

II. CALL REGULAR MEETING OF HFPD TO ORDER – Regular meeting called to order at 7:47PM

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

IV. APPROVE MINUTES

- a. Special Meeting October 23, 2023- a MOTION to approve the October 23rd Special Meeting Minutes was made by Chair Hanke, Director Wright seconded and the motion was approved by unanimous vote.

## V. REPORTS -

### a. Treasurer's Report

- i. Director Sanders reviewed October financials
- ii. 2024 Budget - Director Sanders will form a sub committee to review the 2024 Budget and bring it before the board to vote on during the December 13th Regular Meeting

### b. Secretary's Report -

- i. HFD Christmas Party is on December 1st.

### c. Friends of Hygiene - None

### d. Chief's Report

- i. Call Activity of Note - There were 18 calls since the last meeting in October - 2 fires, 7 MVA, 6 EMS, 3 canceled in route. There have been 254 calls for the year. FFs are getting out the door quickly.
- ii. Shift Coverage - Coverage was good this month.
- iii. Other Issues & Opportunities
  1. Poured a sidewalk at the Green House
  2. Wildland - Chief discussed restructuring the Wildland Fire Coordinator position
  3. Grants - Working on a grant for PPE bunker gear

VI. OLD BUSINESS

- a. Greenhouse Lease Agreement was signed and is in effect for one year
- b. Social Media Login Information - Director Sanders will be made administrator for HFD Facebook Account
- c. Concept of Operations - Directors and Chief were aligned with the Concept of Operations and Job Descriptions
- d. Long Term District Planning - None

VII. NEW BUSINESS

- a. Pension Benefits for members working 1600+ hours - Director Martin will ask Attorney Chmil to provide clarity on proceeding forward

VIII. AGENDA NEXT MONTH

- a. Regular Meeting is set for December 13th.

IX. EXECUTIVE SESSION

- a. A MOTION to move to an executive session pursuant to Sec. 24-6-402(4)(f), C.R.S., for purposes of discussing personal matters related to the Chief was made by Director Hanke at 8:43pm. The executive session closed at 9:40pm.

X. ADJOURNMENT

- a. A MOTION to move to the end of the meeting was made at 9:41 pm by Director Sanders, Director Martin seconded and the motion was approved by unanimous vote.

### **MOTION/RESOLUTION SUMMARY:**

- A MOTION to increase the pension from \$400 to plan A at \$500 a month with a target to keep it at 125% funded over the next several years
- A MOTION to approve the October 23rd Special Meeting Minutes
- A MOTION to move to an executive session

### **ACTION ITEMS:**

**Chief Trevithick** - Follow up on Wildland billing. Make Director Sanders a HFD Facebook Administrator. Help complete the Concept of Operations.

**Interim Battalion Chief Frank** - None

**Pension Board Chair Bashor** - None

**Chair Hanke** – Continue to work on Employee Job Descriptions

**Director Hill** - None

**Director Martin** - Contact Attorney Chmil regarding FFs max working hours. Continue to work on Employee Job Descriptions.

**Director Sanders** – Post a notice for December 2024 Budget public hearing. Review 2024 Budget with subcommittee

**Director Wright** - None

**Wildland Coordinator Brons** - None

**Secretary of the Board Frank** - Have a signed copy of November Meeting Minutes to Paul Bashor by December 10th