

Hygiene Fire Protection District
BOARD OF DIRECTORS REGULAR MEETING
Fire Station, 7523 Hygiene Road
Thursday, October 13th, 2022 at 7:00 p.m.

This meeting was conducted both in person and virtually, via Zoom teleconferencing software. Director Brian Sanders was the meeting Host.

Directors in Attendance: Scott Snyder, Devon Martin and Brian Sanders

Directors Not in Attendance: Rick Hill, Andie Adams

Department Personnel: Assistant Chief Russ Benzel, Fire Marshall Travis Homyak, Fire Chief Cody Trevithick (joined at 7:20)

Meeting Attendees: Wildland Coordinator Tyler Wurzer, Laura McConnell, Paul Basher, Angela Frank

I. PENSION BOARD AS NEEDED – Paul Basher is working on a sandblasting quote for the monument. Kevin Wright resigned after 11 years.

II. CALL REGULAR MEETING TO ORDER – Regular meeting called to order at 7:07PM

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

IV. APPROVE MINUTES

- a. Regular Meeting August 10, 2022- a MOTION to approve the August 10th meeting minutes was made by Director Sanders, Director Snyder seconded and the motion was approved by unanimous vote.
- b. Regular Meeting September 14, 2022- a MOTION to approve the September 14th meeting minutes was made by Director Martin, Director Sanders seconded and the motion was approved by unanimous vote.

V. REPORTS

a. Treasurer's Report -

- i. As expected, we had large training costs in September. Ideally all big expenditures will be made before December.

- ii. Wildland billing accounts for about a third of our bookkeeping transactions.
- iii. Chief Trevithick sold the vehicle.
- iv. Need to move money to CSAFE and take advantage of the 3% interest bearing account.
- v. We are on track to where we projected to be this month.

b. Recording Secretary's Report – None

c. Friends of Hygiene – None

d. Chief's Report

i. Shift Coverage – There has been more participation over all. Only three days there were no firefighters on shift. More firefighters are finishing up their certification thus more people will be on the shift program soon.

ii. Wildland Update Made by Wildlife Coordinator Tyler Wurzer

1. There is not much to report. There will be tender available next week to send out.

2. Wildland Coordinator Tyler was offered a position out of state. He offered to help fill the Hygiene Wildlife Coordinator position that he is leaving. This is his last month with Hygiene.

iii. Call Activity of Note – there were 21 calls since the last meeting. All calls were in our district and most were medical calls. Our people are caring for people well. One odd call was for a dog choking. Dispatch did not tone us but called our station instead. Wildland Coordinator Tyler Wurzer responded.

iv. Grant Update -

1. The new gear is going to Lyons. When it all comes in, we will pick up our gear. We will get 23 packs with rechargeable batteries. They took the TICs off the packs to save money, instead we will have a hub system to monitor the temperature and air of all firefighters at the scene. The grant included three RIT packs total for all the stations. Chief Trevethech added three packs to Hygiene's order complete with TICs as well as two RIT packs, one for each engine. In addition, he ordered more masks so everyone gets one. All the radios will be portable.
2. Our grant writer is working on a new grant for wildland equipment. The deadline is at the end of the month.

v. Other Issues & Opportunities

1. Wildland Coordinator job description is finished. We will need to reevaluate the description in case there is someone applying from out of state. It is valuable to have the coordinator run on calls when they are here.
2. An updated pay policy will go into effect at the first of the year. 1600 hours will be the limit. Special operation training is required and all JPR training will be done during shifts.
3. Brush truck sold.

VI. PUBLIC HEARING 2023 BUDGET -

- a. Open at 7:38pm, closed at 7:39pm. There were no questions or discussion.

VII. OLD BUSINESS

- a. 2023 Budget -

- i. Chief Trevithik, Director Sanders and Assistant Chief Benzel discussed the projected budget for 2023.

- ii. Changes will be made to the shift program. We have switched to Vector Solutions for training, payroll and scheduling. A purchase of a vehicle to replace 2821 will be needed. Purchases of equipment were discussed as well as ImageTrend software.
- b. Chief Cody proposed budget items for 2022:
 - i. Compressor from MES for the cascade system. Our firefighters would also train more with the packs because they can be topped off immediately.
 - ii. Assistant Chief Benzel would like to purchase a second command vehicle.
- c. Land Acquisition - The appraiser will appraise the 7527 Hygiene Road property. It is zoned as commercial property.
- d. Select Board Secretary - Director Martin volunteered to continue as Secretary, Director Snyder will reach out to Director Hill to follow up with him.

VIII. NEW BUSINESS

- a. We would like to do something to recognize and thank Steve, Judy, Molly and Jennifer - plaque or gift certificate and invite them to the Christmas Party.
- b. Discussed Boulder County ballot initiative 1B - If it passes, each department would get a certain percentage to put toward mitigation in the county. There is a lot of overgrowth everywhere in our county that needs to be tended to. Mountain chiefs would control the money.
- c. Media Policy and Procedures-
 - i. A document was presented by Laura McConnel PIO. It explains the policies and procedures of releasing Hygiene Fire Protection District information to the public. If it is time sensitive information, and the chief is not available, the designated point of contact will approve the information release. Anyone in the agency who releases

information without prior approval is personally responsible for their statements. This also needs to include a logo use policy. Laura is for transparency and putting as much information out there as possible in a timely fashion - if we do not cover the story, someone else will. In order to do that, the board needs to decide what we want to do now before an event.

- ii. Social Media Policy - social media should be approved by a committee of at least three people before being released. We can create a social media calendar to roll out automatically. No one person should have access to accounts. The committee should consist of a board member, the chief, and engaged community members. People have to follow the procedure with zero tolerance. Complete integrity is a must. The agency's reputation is on the line, so there is reason to be wary of media usage. We don't have a personal opinion, we have a district stance.

- iii. The board discussed how social media will be used for the Hygiene Fire Protection District. Benefits of a larger social media presence are: recruitment shift retention, local community pride, philanthropists, community volunteers, favorable for grant awards. This is a phone call to our community - we are here. We are here to help you. We can also connect the information to community education events, ie. heart health month in January.
 - 1. Laura mentioned that Facebook and Nextdoor would be strategic media choices to use in this district.
 - 2. Chief Trevithick agrees with Assistant Chief Benzel to have a weekly social media post but he would like it to go through the board for final approval.

- iv. The board agreed to move forward with a Social Media Calendar and committee. Director Snyder volunteered to be on it. Laura will come back to the board with a comparison of what we have now and where we can go.

IX. AGENDA NEXT MONTH

- a. Special District Adviser - Directors Martin and Sanders would like to learn from Director Snyder how to carry on with the Special District Adviser after Director Snyder retires from the board in 2023.

- b. Regular Meeting - Director Snyder will reach out to the board to reach a consensus on our next meeting date.

X ADJOURNMENT – A MOTION to adjourn the meeting and was made second by Director Snyder at 9:47pm. Director Martin seconded and the motion was approved by unanimous vote.

Future Work Items

1. Meet with Mt View FPD
2. Continue to meet with Lyons FPD
3. Facilities

Motion/Resolution Summary:

- MOTION to approve the August 10th Meeting Minutes
- MOTION to approve the September 14th Meeting Minutes

ACTION ITEMS:

Chief Trevithick - NONE

Assistant Chief Benzel – NONE

Pension Board Chair Bashor - NONE

Department Officers – NONE

Director Snyder - NONE

Director Martin - NONE

Director Sanders – NONE

Director Adams – NONE

Wildlife Coordinator Wurzer - NONE