

**Hygiene Fire Protection District**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**Fire Station, 7523 Hygiene Road**  
**July 12th, 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:** Rick Hill, Brain Sanders and Kevin Wright

**Directors Not in Attendance:** Rich Hanke (Excused) and Chair Devon Martin (Excused)

**Department Personnel:** Fire Chief Cody Trevithick, Interim Battalion Chief Alex Frank

**Meeting Attendees:** Secretary of the Board Angela Frank, Firefighters Michael Hanna and Andrew Hibbitt, HFPD Attorney John Chmil

- I. PENSION BOARD - None
  
- II. CALL REGULAR MEETING OF HFPD TO ORDER – Regular meeting called to order at 7:03PM
  
- III. AUDIENCE COMMENTS FOR ITEMS NOT ON THE AGENDA – Director Sanders requested a change in the Agenda order to enter an executive session following the legal review.
  
- IV. LEGAL REVIEW WITH ATTORNEY JOHN CHMIL - Open Meetings Law, Open Records Act and Senate Bill 23 - 303 were discussed.
  
- V. EXECUTIVE SESSION - A MOTION to enter an executive session pursuant to Sec. 24-6-402(4)(b) to conference with HFPD Attorney Chmil regarding recent personal matters was made at 8:11pm by Director Hill, Director Wright seconded and the motion was approved by unanimous vote. Return to open session at 8:57pm.
  
- VI. REPORTS -
  - a. Treasurer’s Report

i. The audit was received in June.

b. Chief's Report

i. Shift Coverage - Coverage was slim this month.

ii. Security Cameras - Chief Trevithick presented a proposal from Camcor Inc

iii. Light Fixtures - Lights will be installed in the HFD meeting room.

iv. Roof Flashing - Need to hire someone new.

VII. OLD BUSINESS

a. Grant Writer -

i. Discussion and procedure for hiring a grant writer.

ii. Director Martin applied for a grant and was awarded..

VIII. AGENDA NEXT MONTH

a. Special Meeting planned for July 19, 2023

b. Regular Meeting planned for August 9, 2023

IX. ADJOURNMENT –A MOTION to move to end the meeting was made at 9:23 pm by Director Hill, Director Sanders seconded and the motion was approved by unanimous vote.

**MOTION/RESOLUTION SUMMARY:**

- A MOTION to enter an executive session

**ACTION ITEMS:**

**Chief Trevithick** - Present a proposal for a new security system.

**Interim Battalion Chief Frank** - None

**Pension Board Chair Bashor** - None

**Chair Martin** - Review Audit and Treasurer's Report.

**Director Hanke** – Review Audit and Treasurer's Report.

**Director Hill** - Review Audit and Treasurer's Report.

**Director Sanders** – None

**Director Wright** - Review Audit and Treasurer's Report.

**Wildland Coordinator Brons** - None

**Secretary of the Board Frank** - Download and distribute SDA 2023 Handbook