

**Hygiene Fire Protection District**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**Fire Station, 7523 Hygiene Road**  
**October 23rd, 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, Devon Martin, Brain Sanders and Kevin Wright

**Directors Not in Attendance:** Rick Hill (excused)

**Department Personnel:** Fire Chief Cody Trevithick, Interim Battalion Chief Alex Frank and Fire Marshall Travis Homyak

**Meeting Attendees:** Pension Board Chair Paul Bashor, Secretary of the Board Angela Frank, Firefighters Isaac Christensen, Ian Sternau, Trevor Harris, Andrew Dutchman and Sara Fillmer

- I. PENSION BOARD - a MOTION to vote on pension rate at the November 8th Regular Meeting was made by Director Sanders. Director Hanke seconded and the motion was approved by unanimous vote.
  
- II. CALL REGULAR MEETING OF HFPD TO ORDER – Regular meeting called to order at 7:30PM
  
- III. AUDIENCE COMMENTS FOR ITEMS NOT ON THE AGENDA – None
  
- IV. APPROVE MINUTES
  - a. Regular Meeting October 11, 2023- a MOTION to approve the October 11th Regular Meeting Minutes was made by Director Hanke, Director Martin seconded and the motion was approved by unanimous vote.
  
- V. REPORTS -
  - a. Treasurer’s Report - Director Sanders presented the September Financials. Deferred to next month to approve.

b. Secretary's Report - November 16th begins the 60 day window to provide an annual transparency notice to electors through the SDA and DOLA websites.

c. Friends of Hygiene - None

d. Chief's Report

i. Call Activity of Note - No major incidents since last call. There have been 239 calls so far this year, which is on average.

ii. Shift Coverage - Coverage was good this month.

iii. Other Issues & Opportunities

1. Grant - A grant for wildland shelters was awarded to HFD. Two other grants have been applied for.

2. CEMEX - There will be a training at the property in December.

3. Two former members have passed away.

4. Hygiene Elementary - 1st graders visited the Firestation

5. Girl Scouts - a troupe will meet again at the station

## VI. OLD BUSINESS

a. Long Term District Planning -

i. Architecture Proposal - Director Martin presented a proposal to work with an architect to explore options to remodel the current building. A vote on phase 1 will be made at the next regular meeting.

VII. NEW BUSINESS

- a. Sub - committee's work on the CONcept of Operations and next steps - Director Hanke and Director Martin presented a proposed updated command structure

- i. Director Sanders will add the proposed salaries to the 2024 Budget

VIII. AGENDA NEXT MONTH

- a. Regular Meeting planned for November 8, 2023

- IX. ADJOURNMENT –A MOTION to move to end the meeting was made at 9:14 pm by Director Hanke, Director Hill seconded and the motion was approved by unanimous vote.

**MOTION/RESOLUTION SUMMARY**

- a MOTION to vote on Pension rate at the November 8th Regular Meeting
- a MOTION to approve the October 11th Regular Meeting Minutes

**ACTION ITEMS:**

**Chief Trevithick** - Track total FF hours. Reach out to Attorney Chiml for total allowable FF hrs. Neighboring District medical Training. Edit Operations Command Structure by November 6th.

**Interim Battalion Chief Frank** - None

**Pension Board Chair Bashor** - None

**Chair Martin** - Search for former Architectural Proposal

**Director Hanke** – None

**Director Hill** - None

**Director Sanders** – Send out Pension information to Directors

**Director Wright** - None

**Wildland Coordinator Brons** - None

**Secretary of the Board Frank** - Develop transparency notice

**Fire Marshall Homyak** - Research old documents regarding the septic system.