

**Hygiene Fire Protection District**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**Fire Station, 7523 Hygiene Road**  
**August 15th, 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 Chair Devon Martin

**Directors Not in Attendance:** Rich Hanke and Kevin Wright (Excused)

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

**Meeting Attendees:** Pension Board Chair Paul Bashor, Secretary to the Board Angela Frank, Wildland Coordinator Nathan Brons, Firefighters Isaac Christensen, Sylas Kaylan and Andrea Nabarrete

- I. PENSION BOARD - Still waiting on actuarial.
  
- II. CALL REGULAR MEETING OF HFPD TO ORDER – Regular meeting called to order at 7:05PM
  
- III. AUDIENCE COMMENTS FOR ITEMS NOT ON THE AGENDA – None
  
- IV. APPROVE MINUTES
  - a. Study Session March 14, 2023- a MOTION to approve the March 14th Study Session Minutes was made by Director Sanders, Director Hill seconded and the motion was approved by unanimous vote.
  
  - b. Regular Meeting July 12, 2023- a MOTION to approve the July 12th Regular Meeting Minutes was made by Director Sanders, Director Hill seconded and the motion was approved by unanimous vote.
  
- V. REPORTS -
  - a. Treasurer’s Report

- i. Most of the Capital Expenses are completed for the year.
  - ii. Lease agreement - a new lease agreement for the Bunk House will be sought after.
  - iii. A MOTION to approve the July financials as presented was made by Director Hill, Director Martin seconded and the motion was approved by unanimous vote.
- b. Secretary's Report -
- i. Christmas Dinner is scheduled for December 1st at Shupe Homestead at 6:30pm
- c. Friends of Hygiene - There is interest in helping improve Firefighter conditions at the Bunker House
- d. Chief's Report
- i. Call Activity of Note - There were 27 calls since the last meeting - largely MVAs and Medical. There was one structure fire that our department was largely understaffed at.
  - ii. Shift Coverage - Coverage was slim this month. Many of our firefighters are being hired to full time departments so retention is a challenge. There will be a change to the probationary period.
  - iii. Other Issues & Opportunities
    - 1. Lights are installed.
    - 2. A local homeowner will allow our FFs to train on his home that is to be deconstructed.

## VI. OLD BUSINESS

- a. Land Acquisition - No new update. Chair Martin suggests the Board discuss additional building options at a future Study Session.
- b. Board Administrator Position- Deferred to next regular meeting.

#### VII. NEW BUSINESS

- a. 2023 Budget Amendment - Director Sanders will present a formal request at the next regular meeting.
- b. 2024 Budget Planning - Director Sanders and Chief Trevithick are gathering the report.
- c. Study Session is planned for August 29th, 2023.

#### VIII. AGENDA NEXT MONTH

- a. Regular Meeting planned for September 14, 2023

IX. ADJOURNMENT –A MOTION to move to end the meeting was made at 9:15 pm by Director Sanders, Director Hill seconded and the motion was approved by unanimous vote.

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

- A MOTION to approve the July financials

#### **ACTION ITEMS:**

**Chief Trevithick** - Ask for an updated lease agreement. Communicate with the Firefighter Association regarding the future of the shift program.

**Interim Battalion Chief Frank** - None

**Pension Board Chair Bashor** - None

**Chair Martin** - None

**Director Hanke** – None

**Director Hill** - None

**Director Sanders** – Contact board members to request a volunteer to standardize employee job descriptions.

**Director Wright** - None

**Wildland Coordinator Brons** - Develop a document with historical Preparedness Level data for the Board.

**Secretary to the Board Frank** - None