

**Hygiene Fire Protection District**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**Fire Station, 7523 Hygiene Road**  
**Wednesday, September 14th, 2022 at 7:00 p.m.**

*This meeting was conducted both in person and virtually, via Zoom teleconferencing software. Chief Cody Trevithick was the meeting Host.*

**Directors in Attendance:** Scott Snyder, Devon Martin, Andie Adams, Brain Sanders (joined at 8:10PM)

**Directors Not in Attendance:** Rick Hill

**Department Personnel:** Fire Chief Cody Trevithick, Assistant Chief Russ Benzel, Fire Marshall Travis Homyak

**Meeting Attendees:** Angela Frank, Wildland Coordinator Tyler Wurzer, Firefighters Karl Dunlap, Patrick Martin, Mason Norris, Mary Long, and Jennifer Sampson

I. PENSION BOARD AS NEEDED – None

II. CALL REGULAR MEETING TO ORDER – Regular meeting called to order at 7:11PM

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

IV. APPROVE MINUTES

- a. Regular Meeting Jul 13, 2022 - a MOTION to approve the July 13th meeting minutes was made by Director Martin, Director Adams seconded and the motion was approved by unanimous vote.

V. REPORTS

- a. Treasurer's Report – Will discuss the report in October.
- b. Secretary's report –
  - i. Christmas Party is set for December 2nd, 2022. Paul Basher is organizing.

- ii. Chief will submit the first draft of the budget. The Shift Program needs further work. A public hearing will be set for sometime in October. The budget needs to be published by October 15th.
  
- c. Friends of Hygiene – Donation received, Friends of Hygiene will write a thank you note.
  
- d. Chief's Report
  - i. Call Activity of Note – 25 calls since last meeting. The calls were mostly medical; some calls to Lyons for mutual aid and a fire up in Laporte. First time we used the new messaging application for a call. We had firefighters on shift for every call so response times were good.
    - 1. Director Sanders called Chief Trevithick and complimented Hygiene crew, Fighters Nico Olalla, Rachel Roberts, and Michael Hanna who assisted his neighbor. He said they were highly skilled and was proud of the job our firefighters did that night.
  
  - ii. Wildland Update Made by Wildlife Coordinator Tyler Wurzer
    - 1. 21 Deployments this year, Billed around \$143,000
  
    - 2. 2821 is out currently in Oregon
  
    - 3. Request to use wildland budget funds to hire a grant writer and researcher. This person will seek out grants for the department as well. Need to ask her for a work proposal.
  
  - iii. Grant Update - 1.4 Million Dollars in Grants Awarded to Fire Districts in Boulder and Larimer Counties press release, Laura McConnell PIO was a large contributor to the article. We have requested portable SCBAs that will be compatible with all other departments as well as portable and mobile radios. The order must be made by October 15th.
  
  - iv. Shift Coverage – Did well in August. We had mostly 2 firefighters per shift. More people were promoted as Lieutenants.

v. Other Issues & Opportunities

1. Brush truck is for sale. We have some prospective buyers.

VI. OLD BUSINESS

- a. County Mutual Aid Agreement - a MOTION to approve the County Mutual Aid Agreement was made by Director Martin, Director Adams seconded and the motion was approved by unanimous vote.
- b. Attorneys Comments RE:
  - i. Wildland Coordinator Job Description- Chief Trevithick worked on the job description. Attorney advised us to add one hour of sick time for every 30 hours of work. There will be no overtime pay unless he is out on a fire call and overtime will start at over 40 hours.
  - ii. Pay Policy
    1. Pay when Training - JPR training should happen on shift not on Saturday training days. The maximum pay limit is 1600 hours per year.

VII. NEW BUSINESS

- a. 2023 Budget – Chief Trevithick reviewed the proposed 2023 budget
  - i. Chief Trevithick is exploring a new IT and communication software called ImageTrend.
  - ii. Assistant Chief Benzel is exploring a new software to replace Sign Up Genius.
  - iii. Drone program is new for 2023. We will use it for investigating fires and wildland calls. Firefighter Mason Norris proposed the program.

iv. Will need a new pickup to replace 2821 that has to be retired next year.

v. Shift program is currently 35% of the budget

b. Future Building Site - a MOTION to use \$2,000 to cover expenses for the exploration of acquiring property near the fire station was made by Director Snyder, Director Sanders seconded and the motion was approved by unanimous vote.

#### VIII. AGENDA NEXT MONTH

a. Regular Meeting – a MOTION to schedule a public hearing for the 2023 budget during the October 13th regular meeting was made by Director Sanders, Director Martin seconded and the motion was approved by unanimous vote.

b. Work Session – None

#### IX. EXECUTIVE SESSION to discuss Personnel Matter

X ADJOURNMENT – A MOTION to adjourn the meeting and go into Executive Session at 8:55 PM was made second by Director Sanders. Director Martin second and the motion was approved by unanimous vote.

#### Future Work Items

1. Certification of Mill Levy must be done by December 15th, 2022
2. Director Martin will explore future building sites

#### **Motion/Resolution Summary:**

- MOTION to approve the July 13th Meeting Minutes
- MOTION to approve the County Mutual Aid Agreement
- MOTION to use \$2,000 for incidental exploratory costs for a future building site
- MOTION to schedule a public hearing during the October 13th meeting

**ACTION ITEMS:**

**Chief Trevithick - NONE**

**Assistant Chief Benzel – NONE**

**Pension Board Chair Bashor - NONE**

**Department Officers – NONE**

**Director Snyder - Post notice of October 13th public hearing for the 2023 budget.**

**Director Martin - Ask Friends of Hygiene to write a thank you note for the generous donation.  
Explore future building sites**

**Director Sanders – NONE**

**Director Adams – NONE**

**Wildlife Coordinator Wurzer - Request a work proposal from the grant writer.**

**Executive Assistant to the Board**