

**Hygiene Fire Protection District**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**Fire Station, 7523 Hygiene Road**  
**October 9th, 2024 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, Kevin Wright, Keri Casanova, and Tony Lewis

**Directors Not in Attendance:** Chair Rich Hanke

**Department Personnel:** Interim Chief Alex Frank, District Administrator Rachel Arellano

**Meeting Attendees:** Assistant to the Treasurer Brian Sanders, Shift Lt. Ben Carter, Ron Tribbett, Pension Board Chair Paul Bashor, Firefighter Scott Olson, Attorney John Chmil, Firefighter Trevor Harris

I. PENSION BOARD - None

II. TRIBBETT INSURANCE AGENCY

- a. Ron Tribbett reviewed the new policy effective 8/1/2024 and changes that need to be made.

III. CALL REGULAR MEETING OF HFPD TO ORDER – Regular meeting called to order at 7:54 p.m.

IV. AUDIENCE COMMENTS FOR ITEMS NOT ON THE AGENDA

- a. Director Lewis inquires if a list of assets exists and if there are digital copies of vehicle titles and other important documents. Rachel will follow up.

V. APPROVE MINUTES

- a. Director Wright made a MOTION to approve the July 17, 2024 Special Meeting/Executive Session Minutes. Director Casanova seconded, and the motion was approved by unanimous vote.

- b. Director Hill made a MOTION to approve the September 11, 2024 Regular Meeting Minutes. Director Casanova seconded, and the motion was approved by unanimous vote.

## VI. REPORTS

- a. President's Report - None

- b. Treasurer's Report

- i. Assistant to the Treasurer Sanders reviewed September financials.

- c. Secretary's report

- i. Director Hill reviewed DOLA calendar deadlines.

- d. Friends of Hygiene budget - None

- e. Chief's Report

- i. Call activity of note - There were 21 total emergency responses from September 11 to October 9: 11 medical, 1 structure fire, 4 MVA, 2 false, 1 unable to locate

- ii. Shift Coverage - LT and FF positions were fully covered; stipend volunteer FF position was 45%; 2860 was 97% covered.

- iii. Other

1. Interim Chief Frank has quotes for a land survey and feasibility study. It is confirmed that there is room in the budget for these expenses.

- Director Hill made a MOTION to support Interim Chief Frank in the process for the land survey. Director Wright seconded. After discussion, Director Hill amended the motion to include a feasibility study. A discussion was held regarding any policy that exists for the chief to make decisions on such purchases. Director Hill amended the motion to authorize Interim Chief Frank to make decisions on retaining companies to complete a

land survey and feasibility study. Director Wright seconded, and the motion was approved by unanimous vote.

2. Cemex funding - Interim Chief Frank has had discussions with Cemex funding/sponsoring fundraising events.
3. EMS coverage by Lyons - Interim Chief Frank reviewed the proposal from Lyons and the benefits. A discussion was held regarding the process and timeline of implementation and how it would fit into the budget.
4. 2801 is still listed. According to Firetec, it is a competitive price.
5. Training - Fire training: 10/7; Multi-agency wildland exercise: 10/12; EMS training: 10/15; Wildland training: 10/17
6. Certs/Class - 2 DOU practical certs completed.
7. Assistant to the Treasurer Sanders and Interim Chief Frank reviewed the 2025 draft budget.

## VII. OLD BUSINESS

- a. Swearing in of Director Lewis - swearing in ceremony can take place at the next board meeting, but the oath needs to be signed and notarized within 30 days of appointment.
- b. Status of discussions with Boulder County regarding temporary housing - an initial discussion has been had with Deputy Director/Chief Building Official Ron Flax. We will wait to hear back from him.

## VIII. NEW BUSINESS - None

## IX. AGENDA NEXT MONTH

- a. Regular Meeting is set for November 13th at 7:00 p.m.
- b. Add discussion for policy on chief to make purchases

## X. ADJOURNMENT

- a. Director Hill made a MOTION to end the meeting at 9:20 p.m. Director Casanova seconded, and the motion was approved by unanimous vote.

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

- i. a MOTION to approve the July 17th Special Meeting/Executive Session and September 11th Regular Meeting Minutes
- ii. a MOTION to authorize Interim Chief Frank to retain companies to complete land survey and feasibility study

### **ACTION ITEMS:**

**Interim Chief Frank** - Land survey and feasibility study, EMS coverage with Lyons

**Pension Board Chair Bashor** - None

**Chair Hanke** – None

**Director Casanova** - None

**Director Hill** - Communicate with Tony Lewis regarding his oath

**Director Wright** - None

**Director Lewis** - Sign and notarize oath

**District Administrator Arellano** - Create asset list and scan digital copies of titles, etc; Draft policy outlining purchases that can be made by chief

**Assistant to the Board Sanders** – None