

Pension Hygiene Fire Protection District
BOARD OF DIRECTORS REGULAR MEETING
Fire Station, 7523 Hygiene Road
Wednesday, April 2, 2025 at 7:00 p.m.

*This meeting was conducted both in person and virtually, via Zoom teleconferencing software.
Rachel Arellano was the meeting Host.*

Directors in Attendance: Rich Hanke, Rick Hill, and Tony Lewis

Directors Not in Attendance:

Department Personnel: Chief Alex Frank, District Administrator Rachel Arellano

Meeting Attendees: Battalion Chief Steven Parker, Firefighter Trevor Harris, Shift Lt. Ian Sternau

- I. PENSION BOARD
 - a. Pension Board representatives are not present. Chief Frank provides update - pension w/ DOLA is complete.
- II. CALL REGULAR MEETING OF HFPD BOARD TO ORDER - Regular meeting called to order at 7:07 p.m.
- III. AUDIENCE COMMENTS FOR ITEMS NOT ON AGENDA – None
- IV. APPROVE MINUTES
 - a. Regular Meeting Minutes, March 12, 2025
 - i. Chair Hanke made a MOTION to approve the March 12, 2025, Regular Meeting Minutes. Director Lewis seconded, and the motion was approved by unanimous vote.
- V. REPORTS
 - a. President's Report
 - i. Chair Hanke provided an update regarding email from Hygiene resident where a driveway was scratched due to weather conditions and access issues during an emergent call. Board responded via email acknowledging

the concern but denying responsibility. The resident replied explaining his thoughts further but ultimately said he understood our position.

- ii. Chair Hanke gives summary of March 26th meeting with Allred and March 24th meeting with DOLA re grant. Only two funding cycles in 2025. Competition may be higher due to fewer cycles. We are still aiming for fall submittal for \$1 million request. The hearing process takes two months after submittal.
- iii. Allred meetings are every other Wednesday. Director Lewis asks for update on how meetings are going. Allred is still working on figuring out a planning phase and has met with Kim Cattau. A discussion was held regarding the owner's representative and his duties/expectations for him going forward.

b. Treasurer's Report

- i. Director Lewis provides update on switching from BMO to Citywide. He is working with Vicki to ensure ACH payments will transfer over and to determine a good time to make the switch.
- ii. Director Lewis provides update on audit. John Cutler sent list of additional items he needs to Vicki and Rachel.
- iii. Fundraising meeting at the station on Friday.
- iv. Director Lewis will be on vacation 4/7-4/22.
- v. Meeting with Allred April 9th at 11am at Bob Young's office

c. Secretary's Report

- i. Director Hill gives update on election and upcoming deadlines.
- ii. A discussion was held regarding filling vacant seats. The fundraising team is going to work this into our plan/strategy.

d. Friends of Hygiene - None

e. Chief's Report

- i. Call activity of note - There were 15 emergency responses: 9 medical, 3 MVA, 1 good intent, 1 false alarm. Year to date total is 69.
- ii. Shift Coverage - LT and firefighters were fully covered, stipend volunteer FF position was 50%; 2860 was 90%.
- iii. Projects/Updates
 - a) ISO Rating is done. Hopefully we will get results in a couple months.
 - b) ESO switch went well.
 - c) Google to Microsoft switch took place on 3/28. Chief and Rachel are working through problems with IT team at West Edge.
 - d) SCBA testing is done.
 - e) MDT – is in progress with IT. Tablet has been purchased.
 - f) Ladder testing is in progress.
 - g) Team building event this summer – paintball, bbq or brunch. Director Lewis suggests making sure events don't interfere with fundraising events.
 - h) Hiring process – six candidates made it to ride-along phase.
 - i) EMS w/ Lyons – the meeting with dispatch, Boulder AMR, and Lyons went well. Lyons's proposed mill levy increase is something to take into consideration for this – May election.
 - j) Asbestos test is done. Waiting for results.
- iv. Action items
 - a) Programming plan for new station – in progress. They are working on revising the 2nd floor layout.

- b) Look into moving power pole and then contacting Longmont Power Company.

v. Miscellaneous

- a) Boulder County Grant check received
- b) Gary Sinise Grant (ladders and hoses) for \$10,000 - Bissy is still working on this.
- c) DFPC (gas air monitoring equipment) was denied.

vi. Training: Wildland RT 130 Refresher Training; Fire Training 4/12 and 4/27; EMS Training 4/15

vii. Certs/Class – 2 DOP; 3 1403

VI. OLD BUSINESS

- a. Bollards at the Post Office - discussion was held. It is not feasible because it prevents them backing up for deliveries.
- b. Website posting requirements - Rachel is working on requirements for posting through DLG and SDA.

VII. NEW BUSINESS

VIII. AGENDA NEXT MONTH

- a. May 14, 2025

IX. ADJOURNMENT

- a. Director Hanke made a MOTION to adjourn the meeting at 7:56 p.m. Director Lewis seconded, and the motion was approved by unanimous vote.

MOTION/RESOLUTION SUMMARY:

- i. a MOTION to approve the March 12th Regular Meeting Minutes

ACTION ITEMS:

Chief Frank – see action items in Chief’s Report

Pension Board Chair Bashor - None

Chair Hanke – None

Director Hill - None

Director Lewis - None

District Administrator Arellano – follow up on what John Cutler needs for the audit