

**Hygiene Fire Protection District**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**Fire Station, 7523 Hygiene Road**  
**September 11th, 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:** Chair Rich Hanke, Rick Hill, Kevin Wright, and Keri Casanova

**Directors Not in Attendance:** None

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

**Meeting Attendees:** Assistant to the Board Brian Sanders, Battalion Chief Charlie Coyle,  
Battalion Chief Steven Parker, Shift Lt. Ben Carter

I. PENSION BOARD - None

II. CALL REGULAR MEETING OF HFPD TO ORDER – Regular meeting called to order  
at 7:01 p.m.

III. AUDIENCE COMMENTS FOR ITEMS NOT ON THE AGENDA

a. Brian Sanders officially stepped down from the Board effective September 11, 2024 at  
1:00 p.m.

b. Director Wright made a MOTION to retain Brian Sanders as Assistant to the Board  
during the transition. Chair Hanke seconded and the motion was approved by  
unanimous vote.

IV. INTRODUCTION OF NEW STAFF MEMBERS

a. Interim Chief Frank introduces Battalion Chief Coyle, Battalion Chief Parker, and  
District Administrator Rachel Arellano.

V. APPROVE MINUTES

- a. Director Wright made a MOTION to approve the August 14, 2024 Regular Meeting Minutes; August 21, 2024 Special Meeting Minutes; and August 28, 2024 Special Meeting Minutes. Director Casanova seconded and the motion was approved by unanimous vote.

VI. REPORTS

a. Treasurer's Report

- i. Assistant to the Board Sanders reviewed August financials.
- ii. A 2025 draft budget due October 15th. Final budget to be voted on, approved, and sent to the State in December.
- iii. A general treasurer email has been created - [treasurer@hygienefire.org](mailto:treasurer@hygienefire.org)
- iv. Director Wright made a MOTION to approve the July Treasurer's Report. Director Casanova seconded and the motion was approved by unanimous vote.

b. Secretary's report - None

c. Friends of Hygiene budget - None

d. Chief's Report -

- i. Call activity of note - There were 31 total emergency responses from August 14 to September 11: 11 medical, 1 wildland fire, 11 MVA, 2 good intent, 3 false, 3 canceled, 4 unable to locate
- ii. Shift Coverage - LT and FF positions were fully covered; volunteer FF position was 55%; 2860 was 75% covered.

iii. Other

- 1. BC hiring process is completed.

2. Admin hiring process is completed.
3. Housing - a discussion was held regarding progress of going through and cleaning out the Greenhouse. A walk-through will be done with the owner. Interim Chief Frank to review lease contract. Sewer scope needs to be done as it is unusable as of now.
4. 2801 is still listed for sale. If needed, storage options are available.
5. August Training Schedule - 9/9: Fire Skills; 9/15: Live burn w/ Lyons; 9/17: AMR Medical; 9/19: Wildland Training Smokey packs
6. Certs/Class - 2 DOU certifications were completed.

## VII. OLD BUSINESS

### a. Greenhouse short-term accommodations

- i. Interim Chief Frank discusses short-term accommodation options that have been explored. A discussion was held regarding how this would possibly affect the budget. Purchasing the Greenhouse property is not an option.
- ii. Director Wright made a MOTION to authorize Interim Chief Frank to purchase a camper for \$69,000 or less. After discussion, Director Wright amended the motion to make it contingent upon confirming the purchase price will be within the budget without having to amend the budget or to reallocate funds. Chair Hanke seconded and the motion was approved by unanimous vote.

b. Interim Chief Frank has a grant meeting on Monday, September 16th with a representative from DOLA. Timeline: DOLA grant due in July; will be awarded by October.

c. Interim Chief Frank has been in discussions with Bob Young regarding feasibility study and things to look into before building. A report is expected next week which can be used to create a list of action items and a Special Meeting to follow.

## VIII. NEW BUSINESS

- a. Chair Hanke made a MOTION to appoint Tony Lewis to the HFPD Board of Directors. Director Wright seconded and the motion was approved by unanimous vote.

## IX. AGENDA NEXT MONTH

- a. Regular Meeting is set for October 9th at 7:00 p.m.

## X. ADJOURNMENT

- a. Director Wright made a MOTION to end the meeting at 8:05 p.m. The motion was approved by unanimous vote.

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

- i. a MOTION to retain Brian Sanders as Assistant to the Board
- ii. a MOTION to approve August 14th Regular Meeting Minutes and August 21st and August 28th Special Meeting Minutes
- iii. a MOTION to approve the July Treasurer's Report
- iv. a MOTION to authorize Interim Chief Frank to purchase camper within budget
- v. a MOTION to appoint Tony Lewis to the HFPD Board of Directors

### **ACTION ITEMS:**

**Interim Chief Frank** - Check in with Tribbet insurance; Look into financing the camper; Review Greenhouse contract

**Pension Board Chair Bashor** - None

**Chair Hanke** – None

**Director Casanova** - None

**Director Hill** - Talk to Boulder County Planning & Zoning regarding permit and possible waiver

**Director Wright** - None

**District Administrator Arellano** - Codify sick time policy; create email for Director Lewis

**Assistant to the Board Sanders** – Look into budget options and end of year expenses for camper