

**Hygiene Fire Protection District**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**Fire Station, 7523 Hygiene Road**  
**Monday, December 9, 2024 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, Kevin Wright and Tony Lewis

**Directors Not in Attendance:**

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

**Meeting Attendees:** Assistant to the Treasurer Brian Sanders, Battalion Chief Charlie Koyle, John Chmil, Steve Brinkman, Lt. Ian Sternau, Firefighters Isaac Christensen, Andrea Nabarette, and Cori Bruce

- I. PENSION BOARD - None
- II. CALL REGULAR MEETING OF HFPD BOARD TO ORDER - Regular meeting called to order at 7:05 p.m.
- III. AUDIENCE COMMENTS FOR ITEMS NOT ON AGENDA - None
- IV. APPROVE MINUTES
  - a. Regular Meeting Minutes, November 13, 2024
    - i. Chair Hanke made a MOTION to approve the November 13, 2024 Regular Meeting Minutes. Director Hill seconded, and the motion was approved by unanimous vote.
- V. REPORTS
  - a. President's Report
    - i. The Owner's Representative Agreement was signed and commenced December 1, 2024 and will continue until the project is finished.

- ii. Chair Hanke approved Civil Arts and Slope Architecture invoices
- iii. An update was given regarding septic testing and boring and the estimated cost from Substrata.
- iv. A discussion was held regarding fundraising for the new building project.
- v. A discussion was held regarding the mill levy and details regarding getting it on the ballot for the November 2025 election for budget year 2026 and the possibility of getting it on the ballot for the May 2025 election, but it would be required to be a mail ballot.

b. Treasurer's Report

- i. **RESOLUTION 2025-04; RESOLUTION TO SET MILL LEVIES** was reviewed and amendments were suggested.
  - a) Director Lewis recommended a motion to approve as amended. Chair Hanke made a MOTION to approve RESOLUTION 2025-04. Director Wright seconded, and the motion was approved by unanimous vote.
- ii. **RESOLUTION 2025- 05; A COMBINED RESOLUTION CONCERNING THE ADOPTION OF A BUDGET AND APPROPRIATION OF FUNDS FOR FISCAL YEAR 2025** was reviewed and amendments were suggested.
  - a) Director Lewis recommended a motion to approve as amended. Director Hill made a MOTION to approve RESOLUTION 2025-05. Chair Hanke seconded, and the motion was approved by unanimous vote.
- iii. Director Lewis discussed action items for the January 8, 2025 Regular Meeting:
  - a) Set and approve a regular meeting schedule. Chief Frank and Rachel will set the schedule and bring it to the January Regular Meeting for Board approval.

- b) Approve Budget Message Resolution. Rachel will post it to the website once approved.
  - iv. Director Lewis provided an update regarding the transferring of funds to CSAFE from BMO, getting credit cards, payment made to FPPA for pension funding, and the completion of the request for DOLA matching grant funds for pension.
  - v. Director Lewis reviews action items and future work. A discussion was held regarding establishing a calendar of Treasurer responsibilities, continuing to clarify roles for budgeting, monthly financials (P&L's, Balance Sheets), payroll, IT management. Director Lewis knows someone who services Nederland as on-call IT support. This will be explored further.
  - vi. Director Lewis confirms he will contract with an auditor for a 2024 audit.
- c. Secretary's Report
- i. Director Hill has completed the paperwork for Tony's oath for the Board of Directors.
- d. Friends of Hygiene
- i. Steve Brinkman is present on behalf of Friends of Hygiene. The 501(c)(3) can act as a vehicle for receiving donations.
  - ii. Director Lewis proposes hiring somebody to plan and coordinate fundraising efforts. Steve knows of something similar and will get info. Director Lewis also has options in mind. This will be explored further.
- e. Chief's Report
- i. Call activity of note - There were 21 emergency responses: 15 medical, 1 structure, 1 MVA, 3 false alarms, 1 gas leak
  - ii. Shift Coverage - LT and FF positions were fully covered; stipend volunteer FF position was 35%; 2860 was 70% covered.

iii. Other Issues & Opportunities

- a) Feasibility Study Architect (Kim Cattau, Slope Architecture) has finished the study. Chief Frank summarized her updates regarding parking, survey and title work review, leach field location, septic testing, USPS easement, preliminary building/space plan, complete architecture proposal, and fuel tanks.
- b) Bob Young is getting quotes from other architects.
- c) Chief Frank will do the ISO rating for next year.
- d) Chief Frank provided an update regarding EMS Coverage by Lyons and their proposal. Chief Frank will meet with them to discuss and work out details and make a proposal to the Board. The next step would be to have members of each board meet and execute an IGA.
  - (1) Chief Frank inquires of the cost to Attorney John Chmil. John Chmil advises to have details worked out and then bring it to the attorneys and estimates it at \$2,500.
  - (2) Director Wright inquires of AMR response. Chief Frank clarifies that AMR will not respond automatically, but that we can always ask for more help from others if a call needs it.
  - (3) Director Lewis requests clarification on where this comes out in the budget. Chief Frank clarifies it comes out of the dues and subscriptions category.
- e) Parking allowance with Red Door, the church, and Sam Clark Is finished. Contracts are signed and Boulder County accepted.
  - (1) Chair Hanke requests we approach one of these neighbors about storage for building materials.
- f) Chief Frank provides an update regarding switching over to ESO. The process is ongoing.

iv. Action items

- a) Chief Frank provides an update on the DOLA grant. Chief Frank and Rachel are still working with Bissy.
- b) Chief Frank discussed the easement with USPS. John will help with this as it is just revising existing easements. Creating a revised easement would be easy, but we need a legal description from a surveyor.

(1) Chair Hanke clarifies it is just an easement in the lease with USPS. John advises it would just be a lease revision. USPS wants to renew for another five years. Discussion held regarding the USPS lease and renewal options.

v. Miscellaneous

- a) 2801 sold for \$59,000 to Bliss Fire Department in Idaho.

vi. Training: Fire Training 12/2; HazMat 12/14; EMS Training/CPR 12/17; Wildland Training 12/19

vii. Certs/Class - 2 Fire I and HazMat Operations and Awareness

VI. NEW BUSINESS

- a. Discuss DEO Training Tues, January 7, 2025 at 9:00 a.m. to noon at Longmont Area Chamber of Commerce
  - i. Chair Hanke asks John about the training and who should attend. John clarifies that it is up to the Board and reviews what a DEO is, what is involved, and the process. John will come to the January Regular Meeting to advise on the board election.
- b. Shared Board Calendar

- i. Rachel reviews the shared Board Calendar that she created for events and action items.

VII. AGENDA NEXT MONTH

- a. Regular Meeting: January 8, 2025
  - i. Agenda item: Choose architect

VIII. ADJOURNMENT

- a. Chair Hanke made a MOTION to adjourn the meeting at 8:50 p.m. Director Lewis seconded, and the motion was approved by unanimous vote.

**MOTION/RESOLUTION SUMMARY:**

- i. a MOTION to approve the November 13th Regular Meeting Minutes
- ii. a MOTION to approve RESOLUTION 2025-04
- iii. a MOTION to approve RESOLUTION 2025-05

**ACTION ITEMS:**

**Chief Frank** - meet with Lyons to discuss details for EMS coverage and prepare proposal for the Board; explore options with neighbors for storage of building materials;

**Pension Board Chair Bashor** - None

**Chair Hanke** – work with John on easement and lease; meet with Tony for bank account access

**Director Hill** - send posting for board member vacancy to Rachel for website and Facebook

**Director Wright** - None

**Director Lewis** - meet with Rich for bank account access; get the 2025 DOLA calendar and work with Rachel to calendar Treasurer responsibilities; work with Rachel to clarify roles and responsibilities; explore options for on-call IT support; explore options for someone to lead fundraising efforts; contract with auditor for 2024 audit; prepare Budget Message Resolution

**District Administrator Arellano** - post resolutions to website once approved; set a 2025 Regular Meeting Schedule; start implementing the use of the shared Board calendar and ensure everyone has access; work with Tony to calendar Treasurer responsibilities; work with Tony to clarify roles and responsibilities

**Assistant to the Board Sanders** – None