

Hygiene Fire Protection District
P.O. Box 83, Hygiene, CO 80533
Board of Directors Regular Meeting
Wednesday, December 11, 2019
7:00 p.m.

Directors in Attendance: Scott Snyder, Judy Koslov, and Molly Baldrige

Directors Not in Attendance: Don Cole and Steve Brinkman

Department Personnel: Chief Trevithick, Assistant Chief Russ Benzel, Training Captain Barnaby, Pension Board Chair Bashor and E/A to the Board Jennifer Cook

Meeting Attendees: District residents Brian Sanders and Marty Butley

- I. PENSION BOARD AS NEEDED – Called to order at 7:00 PM
 - a. The increased pension payout of \$400 is set to go into effect in January 2020.

- II. CALL REGULAR MEETING TO ORDER – Regular meeting called to order at 7:01 PM

- III. AUDIENCE COMMENTS FOR ITEMS NOT ON THE AGENDA – None

- IV. PUBLIC HEARINGS
 - a. 2020 Budget – No public comments

 - b. Director Baldrige reviewed some of the changes to the 2020 budget from the previous versions that the Board had seen in prior meetings and answered questions. One difference corresponded to a small tax abatement, which will increase the property tax revenue received in 2020. The benefit expense in the pension budget went up significantly as a result of changing the monthly payout to \$400 from \$300.

 - c. All budget resolutions were reviewed and discussed. The budget message was reviewed and a few small modifications were made based on meeting input. Director Baldrige will send the Certification of Mill Levy to Boulder County by December 15, 2019 and all budget documents to the Division of Local Government by the January 31, 2020 deadline.
 - i. A MOTION to accept the Resolution to Adopt the Budget was made by Director Koslov. Director Baldrige seconded and the motion was approved by unanimous vote.

- ii. A MOTION to Certify the Mill Levy was made by Director Koslov. Director Snyder seconded and the motion was approved by unanimous vote.

V. APPROVE MINUTES

- a. Regular Meeting, November 13, 2019 – Director Baldrige was not able to attend the November Board meeting and therefore prefers to abstain from voting. Without her vote there isn't enough for a quorum, so approval was postponed until the January meeting.

VI. REPORTS

a. Treasurer's report

- i. 2020 updated Transparency form – Director Snyder received an email about updating the HFPD transparency form. Director Koslov does this as part of her secretarial duties and asked Director Snyder to forward her the email to confirm that it does not contain any new requirements.
- ii. The November financials were reviewed. Nothing unusual or of concern. We are over the budgeted income by 3%. A few of the expense accounts are slightly over budget but not to a concerning degree. Overall, expenses are only at 72% of the amount budgeted.

b. Secretary's report

i. Upcoming deadlines

1. Approve the 2020 budget at the December meeting.

2. Elections – The next biggest upcoming deadline is the election. Meeting attendee Marty Butley has agreed to take on the role of Designated Election Official. He was the lead election judge in the 2018 HFPD Board member election and so already has some familiarity with the process. We need to officially appoint him as the Board-approved DEO to give him the authority to hold or cancel elections as needed.

- A MOTION to appoint Marty Butley as Designated Election Official was made by Director Baldrige. Director Snyder seconded and the motion was approved by unanimous vote.
- Director Koslov has already found two other election judges to serve alongside Marty. One served in the 2018 election so is familiar with the process and the other is Marty's wife, Gail, who has experience with Boulder County elections. Director

Koslov checked with our attorney to find out if there is any conflict with a husband and wife serving jointly as election officials. There is no legal restriction, but Director Koslov wanted to get board approval before continuing to move forward with the two proposed election judges. There was no opposition from the Board members.

c. Chief's Report

- i. Fuel Tanks – No update but the mission is still in process. FF Turner has a meeting set up with Boulder County to discuss our options. He has been putting together paperwork that details the differences between the tanks we have and what Boulder County is demanding, based on price, quality, durability, safety, etc.
- ii. Shift Coverage – There was only one 12-hour shift that was not covered in November and December coverage is looking good. A few more members are switching to the shift staffing program so there will be more people to sign up for shifts. Members must attain a certain number of certifications before they're eligible to be paid for working shifts. They may work shifts without pay until then.
- iii. Other Issues & Opportunities
 1. Emergency reports – Response times recently ranged from a few seconds to a few minutes, which is very fast. The average for the year is 2 minutes and 42 seconds from tone to in-route. Prior to the start of the shift program the average response time was around 6 minutes.
 - Some of the numbers included in the analysis are outliers that skew the results higher or lower than they really are. Chief Trevithick and Director Koslov will meet to help draw out the data that more accurately reflects the real statistics.
 2. The Longmont Emergency Unit (LEU) is a technical search and rescue team with whom HFPD has a mutual aid agreement. Boulder County recently decided to withdraw funding because the FBI is investigating some of the LEU members (for actions that have no connection to the LEU). Our department is now considering whether or not to withdraw from our mutual aid and auto-aid agreements. The actions of a few LEU members may not be reflective of their department as a whole, but we may want to avoid alliances that could put the HFPD at risk by association. However, the LEU has always been very helpful and responsive to Hygiene calls, so the most important consideration is what's best for our taxpayers. Chief

Trevithick will find out more about the situation at next week's meeting.

3. We recently used Mountain View Fire Protection's fleet services for the first time and it made getting the truck repaired very easy and convenient. Some of Hygiene's members drove an engine out to Mountain View's Dacono facility, and it was fixed right away. Mountain View's services are cheaper than what we've been paying, and we can even get some of our equipment tests done there instead of having to take them to a third-party testing facility.
4. One of our firefighters was recently diagnosed with a rare form of cancer and is currently going through treatment. The Department is trying to provide help and support to him and his family wherever possible. The majority of the members recently went to help with remodeling work that was in process on their house and members of other departments are reaching out to see how they can help as well.
5. Training ground – the Cemex lease is taking longer to sort out than expected so Training Captain Barnaby is working with Boulder County to see about establishing temporary training grounds till we can finalize the Cemex lease terms. Chief Trevithick will talk to the Parks & Open Space Department to see if they would let us use any of their property on a temporary basis to conduct training exercises.
6. The Pancake Supper is coming up. Training Captain Barnaby is working on getting the details sorted and finding out if there are any additional restrictions on having firearms in the silent auction. The Board's terms dictate that there are no actual firearms on the property (photos only) and that the HFPD never take ownership of the weapons at any point in the auction and distribution process.
7. The Christmas party went very well. The white elephant exchange was a lot of fun and there were a lot of good gifts.
8. We've recently received eleven new member applications. Department rules don't allow more than 40 members so we can't accept any of the new applicants but it's a very encouraging situation to be in.

VII. OLD BUSINESS

- a. Meeting with Mountain View FPD – Director Snyder set up an informal meeting between the Board Members of Mountain View and Hygiene, along with both chiefs, to discuss how such an arrangement might look in both the short-term and the long-term, and how it would impact the HFPD. Mountain View has eight

stations that are staffed 24/7. Their primary station is East of Longmont, but they have a number of other stations across Mead, Erie, Niwot, and Dacono. It could be beneficial to the community if we joined a larger operation, but if we aren't ready to join the authority, it's possible to first explore cooperative efforts at smaller levels to get a sense of what arrangement might work. Joining with a larger organization would allow us to offer better ambulance service to our District, and it could be the solution to the problems associated with buying and equipping our own ambulance. Mountain View spreads ambulances across their Districts and we could have faster access to service, because a vehicle could be stationed between Hygiene and Mead. If a collaboration between the HFPD and Mountain View works out, it would mean that we would have more to offer because we could leverage a larger pool of resources. During the conversation, Hygiene made it clear to Mountain View that keeping out name and identity was of utmost importance, and they understand and have no problem with it.

- i. There was a question about what incentives Mountain View has to join with other districts. Mountain View's mill levy is much higher than that of comparable departments. Among other things, if Mountain View merges with other districts, the increased efficiencies and resources could mean a mill levy reduction for the taxpayers. Additionally, not all collaborations work out so, to increase the odds of success, it is to Mountain View's benefit to take a chance on merging with different districts.
 - b. Newsletter – We are working on a postcard alert about the newsletter. Director Koslov passed around a first draft for input on the appearance and content. The goal is to send the postcards in the first or second week of January. DEO Marty Butley would like to add a note encouraging residents to nominate Board members.
- VIII. NEW BUSINESS - The Board would like all resolutions to be posted on the website. All resolutions should be sent to Brian once they've been approved and signed.
- IX. AGENDA NEXT MONTH
 - a. Work Session? – None
 - b. Regular Meeting – January 8th, 2020
- X. ADJOURNMENT – A MOTION to adjourn the meeting was made by Director Koslov at 9:20 PM. Director Baldrige seconded, and the motion was approved by unanimous vote.

Motion/Resolution Summary:

- MOTION to accept the Resolution to Adopt the Budget

- MOTION to Certify the Mill Levy
- MOTION to appoint Marty Butley as Designated Election Official
- MOTION to adjourn the meeting

ACTION ITEMS:

Chief Trevithick

- Meet with Director Koslov to help draw out additional response time data
- Talk to the Parks & Open Space Department to see if they would let us use any of their property on a temporary basis to conduct training exercises

Assistant Chief Benzel - NONE

All Board Members - NONE

Director Snyder

- Forward the updated 2020 Transparency form to Director Koslov

Director Baldrige

- Send all budget documents to the Division of Local Government by the January 31, 2020 deadline

Director Koslov

- Meet with Chief Trevithick to help draw out additional response time data

Director Brinkman - NONE

Director Cole - NONE

Executive Assistant to the Board

- Send the November and December minutes to Chief Trevithick and Brian Sanders to post on the Hygiene FD website once approved at the January meeting