

Hygiene Fire Protection District
P.O. Box 83, Hygiene, CO 80533

BOARD OF DIRECTORS REGULAR MEETING
Fire Station, 7523 Hygiene Road
Wednesday, July 14, 2021
7:00 p.m.

*This meeting was conducted both in person and virtually through Zoom teleconferencing software.
Brian Sanders was the meeting Host.*

Directors in Attendance: Scott Snyder, Brian Sanders, Devon Martin, and Marty Butley

Directors Not in Attendance: Steve Brinkman

Department Personnel: Chief Cody Trevithick, Assistant Chief Russ Benzel, and E/A to the Board
Jennifer Cook

Meeting Attendees: Firefighters Caviness, Dunlap, Olson and Kalyan

- I. FRIENDS OF HYGIENE MEETING AS NEEDED – No update
- II. PENSION BOARD AS NEEDED – Nothing to report
- III. CALL REGULAR MEETING TO ORDER – Regular meeting called to order at 7:05PM
- IV. AUDIENCE COMMENTS FOR ITEMS NOT ON THE AGENDA - NONE
- V. APPROVE MINUTES
 - a. Regular Meeting, June 9, 2021 – A MOTION to approve the regular meeting minutes was made by Director Sanders. Director Martin seconded and the motion was approved by unanimous vote.
 - b. Special Meeting, June 13, 2021 – No vote
- VI. REPORTS
 - a. Treasurer’s Report
 - i. The budget-to-actual report was reviewed. Starting on July 1st, rent on the green house increases to \$2k/month so, for the remainder of the year, it’s a

certainty that we will exceed the annual amount budgeted for rent. Gas prices have increased and trucks have been getting a lot of use for both calls and training over the last few months, so fuel expenses continue to run over budget. Nevertheless, our overall cash position is good at the half-way point of the year.

1. The Engagement Letter with Gray & Associates will be signed soon.
2. Starting in July, Director Sanders plans to move all wildland-related transactions to its own, separate report. Wildland income and expenses are unrelated to regular operations, and should therefore be tracked and accounted for independently.
 - Director Sanders plans to consult with our new CPA on the best way to capture wildland activity.
3. Approximately 85% of the amount budgeted for the wildland vehicle has been used. There was some discussion about where the funds for the Type 6 rebuild came from. Director Sanders thought they were incorporated into the 2020 Operations Budget, whereas Chief Trevithick thought they were to come out of 2020 deployment income. The two will meet later to discuss what the obligations are for wildland revenue. Chief Trevithick will also make inquiries with the state and other local Departments as needed.
4. Chief Trevithick has the new, 1-year lease contract on the green house. He will email it to the Board Members for review.
 - With the exception of the higher rental payment, the contract is identical to the previous one, although Chief Trevithick is hoping to get it modified to allow pets. Pets are good for shift morale, and shift availability may increase if members can bring their pets with them instead of having to find someone else to watch them.
 - i. The Board approved offering an additional \$25/month in the new contract with the landlord if she will allow pets. Chief Trevithick will handle the negotiations.
5. Director Sanders had created a Lease Planning Spreadsheet to clarify which lease-holder should be paid when, relative to when the lease

changed hands. Rent confusion now seems to be sorted out and any mix-ups have been resolved.

6. Chief Trevithick will create a new deployment tracking spreadsheet for 2021.
 - We had one member deployed to do COVID vaccinations and now we have another FF deployed on a fire.
 - Increased insurance costs are an example of indirect deployment expenses. Wildland proceeds should be allocated to cover both direct and indirect expenses to keep the standard Operating budget as clean as possible.
7. FF Wurzer now has his own Department credit card for deployments and Wildland Coordinator, Rich Palestro, will have his soon. Each card has a \$7,500 limit.

b. Secretary's report

i. Dates and Deadlines – The audit is coming due soon.

1. Steak Dinner will be held on Friday, September 17th. All Department members (current and retired) and their spouses are invited.
2. A get-together for all Department members and their families will take place on August 14th at noon. Because everyone has been required to keep socially distant, and interact minimally with each other during COVID, this is an event simply to have fun and reconnect. Director Butley volunteered his house as a possible location for the event.

c. Chief's Report

- i. Grant Writer – David sent out a spreadsheet to each of the Districts that are covered by the grant application. Each Department must fill in basic information about the average number of calls received, District specs, etc. and return to David as soon as possible.

1. Lyons and Hygiene are the only Districts currently collaborating for the SCBA grant, but Pinewood Springs, Lefthand and Allenspark are also expressing interest in joining. The more Districts that are involved, the lower the grant writing cost and the higher the likelihood of being approved.
2. Allenspark just got new radios, but Lefthand and Pinewood would be interested in participating in the grant application with Lyons and Hygiene as well. Chief Trevithick is meeting with Lyons' communications director, to get information on the quantity and type of radios that they're looking at.
3. Hygiene is taking the lead on the SCBA grant and Lyons is handling the radio grant. Any District that joins in on one or both grant applications will need to tell each of the spearheading Districts how many of each item they require. Once all the District participants and their respective equipment quantities are finalized, a new contract with David, listing the updated info, will be signed.
4. If everything works out the way we're hoping with these two grants, the HFPD will end up getting ~\$400k in new equipment. The only thing that we might not get approved for is a new Cascade system to fill the SCBAs. If that section is denied, the other grant funds may have saved us enough money that we could afford to buy one outright.

ii. Run Data

1. June 2021: there were 34 calls, including 3 for Fire, 16 EMS, 6 motor vehicle accidents (MVA), and 2 Rescues. The average Dispatch-to-en-route times were ~1:44-minutes for HFPD, and ~2:49-minutes for AMR. Over 34 calls, the average en-route-to-arrival time for HFPD was ~5:35-minutes. Over 19 calls, the average en-route-to-arrival times for AMR was ~16:12. Out of 16 calls in June, 6 were BLS and 10 ALS. The average number of responders on fire calls was 7. The average number of responders on EMS calls was 5. The average number of responders on MVA calls was 14. The average number of responders on Rescue calls was 6.
 - i. The number of responders to MVA calls is particularly high because a second MVA accident occurred shortly after the first, so a lot of people were already on scene or at the Station.

- FF Caviness expanded information on some of the slides to show how the current month's activity compares to the same month a year ago. There were 35 calls in June 2020, with a greater number of EMS (20) and fire calls (5). Both years has 6 MVA calls in June, and there were fewer Rescue calls (1) in June last year. Hygiene's average dispatch-to-en-route times in June 2020 were slightly longer (~1:54) than this June, while en-route-to-arrival times were shorter (~5:15). AMR's average dispatch-to-en-route time in June 2020 was much shorter (~1:31) than this June, as was their average en-route-to-arrival time (~13:51).

- Major Incidents:
 - i. Gas leak on 87th Street
 1. There was a small hole in a high-pressure gas line.
 2. ½-mile radius around the area was evacuated, and there was a shelter-in-place order for another ½-mile thereafter.
 3. Xcel's high-pressure team was called in and it took 2-3 hours to contain.

 - ii. Seven Mutual aid calls:
 1. 2 swift water rescues
 2. 4 brush fires
 3. 1 structure fire

 2. Year-to-Date: there have been 163 total calls, including 30 for Fire, 81 EMS, 23 Motor Vehicle Accidents, 4 Rescue, and 4 "Other." (Remaining calls were false alarm, cancelled en-route, etc.) For the year, the average number of responders on fire calls was 7. The average number of responders on EMS calls was 6. The average number of responders on MVA calls was 10. The average number of responders on Rescue calls was 7. The average number of responders on all calls was 7.

 - iii. Shift Coverage – Assistant Chief Benzel presented shift coverage numbers for June. Good coverage overall last month, with zero missed shifts. There was an average of 3-4 people on every shift, with a minimum of one person and maximum of seven. Two shifts did not have a Shift Lieutenant, and 13 shifts (7 day shifts and 6 night shifts) that did not have the requisite two paid members – in addition to Shift Lieutenant – on shift.

iv. Type 6 Build – FF Tolman got the Shore Line disconnect device installed. The pump has been connected to the battery via power cable and, once the ends have been crimped, protected and installed, the truck is ready to go. Still waiting on a front bumper that is backordered until September, but it can run as a Type 6 engine without that.

v. Other Issues & Opportunities

1. Once both Type 6 vehicles are up and running, members will be ready to use one for deployments shortly thereafter.

- One member is currently deployed with the Four Mile Fire Department. He's close to getting enough signatures in his task book to be certified as an Engine Boss. Once he's signed off as an Engine Boss, he will be able to take out a Type 6 for Hygiene.

- Another member is deployed with 2821 to the Muddy Slide fire to manage radio communications.

2. Ron Tribbett was supposed to come to tonight's meeting, but agreed to hold off since Chief Trevithick couldn't be here in person. Chief Trevithick will meet with him later and make a report at the August Board Meeting.

VII. OLD BUSINESS

a. Cooperative Efforts with Lyons – Director Snyder received an email from Chief Zick of the Lyons Department. He has been in contact with the person doing the review of both the Lyons and Hygiene Departments and they are getting the final scope of what will be analyzed. The proposal should be finished around the end of the month, and Zick will follow up with the details.

i. The study is expected to take between a month and month-and-a-half. Some examples of the issues that will be evaluated for each District are: Is it financially sustainable; are there problems with recruitment and retention; are the available resources adequate for the population, and type and quantity of calls received; training and training hours; shift coverage and pay; mill levy, etc.

1. We should have the results of the study in mid-September.

VIII. Election – Marty will notify Boulder County tomorrow of our intent to add a mill levy increase to the November ballot. The Department has blank letterhead on Google Drive, which he will use to make the submission.

i. There was discussion of how to explain/justify increasing the mill levy up to 13 mills.

1. Our current mill levy will soon start to fall short of the amount needed to meet the HFPD's – and its citizen's – needs. Further, our calculations show that to meet the requirements of the long-term plan, we cannot rule out a future mill levy increase to take us through 2030, so it's important to be proactive now, or else we will continue to fall further behind.
2. The average mill levy for the area, in similarly-sized Departments, is 13.5 mills, so an increase is justified to maintain equivalent resources.
3. The last time the mill levy was raised, it was done over a period of three years. This seems to be the best approach to increase receptibility and soften the financial impact to the taxpayers. Since our current mill levy is 9.09, the general suggestion was a ~2-mill increase in 2022 to 11 mills, then a 1-mill increase in both 2023 and 2024 to reach our 13-mill target.
4. Director Butley will put together a schedule of dates for the election submission.
5. The Board discussed multiple options to get the issue and justifications for a mill levy increase out to the public.
 - Director Martin will put together a one-page list of reasons why the electors should vote for a mill levy increase. She will send out a first draft to the Board within a week. Once finalized, it can be distributed to the taxpayers at various locations around Hygiene, as well as given to Department members to reference in their frequent interactions with the public.
 - Director Sanders will post information about the mill levy increase on the website.

- Director Martin will add a page to the newsletter.
- Chief Trevithick suggested sending out a survey to ask the public what they expect from the Department. Staffing at the station, ALS vs. BLS, reach their location within X-number of minutes.
 - i. Chief Trevithick will put together a list of questions and Director Sanders will facilitate getting them into survey format.
- We will continue to discuss ways to engage with the public and coordinate with local events; give the public an opportunity to connect with the department members, ask questions, and see the benefits of a mill levy increase. It was agreed that taking actions closer to election time should be given particular emphasis.
 - i. Director Martin will work on planning an Open House to take place at the Fire Station in October.

b. Anticipated Cost of Operations

- i. Director Sanders presented the latest iteration of the Income Planning spreadsheet, and reviewed the lists of givens and goals. Givens cover expected growth rates and standard expenses, while the goals include known capital expenses, their estimated costs and desired year of acquisition.
 - 1. We can look into a variety of funding options, but we count on property tax revenue as a reliable funding source for standard operations and overhead.
 - 2. In addition to grants and rent revenue, funding opportunities include wildland income. It is projected that we will be able to deploy more regularly as our available equipment and resources expand, which means that we can have a reasonable expectation of continuous deployment income. The planning spreadsheet starts with a realistic base in 2021, and compounds by ~10% each year. Ideally wildland deployment income will cover a large portion of vehicle replacement costs.

3. Besides a mill levy increase, another funding option is to issue debt through bonds. A bond would be a separate election issue, since it amounts to a borrowed mill levy, rather than an actual one. All District members pay into the bond until it is fulfilled. The Bonds would be long term and so would have a prolonged period before repayment, but it would be listed as debt on Hygiene's books and therefore a liability if we're considering possibly merging in the future. Even if we do merge, the debt would remain the responsibility of the HFPD.
 4. A third funding option is a lease purchase, which doesn't require voter approval. This is an option usually used for apparatus or equipment, but we could feasibly use it to make a real estate purchase as well because we're a government entity. Negotiations would be managed through a leasing company. The property would serve as collateral.
 - Director Sanders will look at further funding options before the next meeting and talk to the County Assessor to confirm our valuation assumptions. He will also compile a list of questions for our attorney and speak with our CPA on what may need to be prepared in advance.
 5. Director Sanders will continue to flesh out the spreadsheet and confirm that all equations and graphs are accurate/complete across the various mill levy projections. Director Butley volunteered to meet with him to help review the inputs.
- ii. If we were to increase our mill levy from 9.09 to 12, we could meet our strategic goals, but only on the condition that our income assumptions bear out. Chief Trevithick reasoned that it would be preferable to avoid a financial balancing act; if 12 mills would keep us just above water, then it would be better to increase to 13 mills to minimize the impact of unplanned events.
 1. Additionally, Lyons is hoping to increase their mill levy to 13, and Hygiene would need to match that if we want continue moving towards possibility of combining efforts.
- c. Market Pay and Benefits – No discussion
 - d. Apparatus Replacement – Discussed as part of other long-term planning topics.

e. Major Equipment Needs

- i. The two most expensive goals are a new station, and expanding the shift staffing program. Both are of equal priority, but there's no guarantee that we will have access to the adjacent rental property in the long-term, which may push securing a new Station (with housing accommodations) to the front of the line. If we lose the green house, we lose the ability to have overnight shifts. Even if we could find appropriate lodging close by, it is unlikely that the price would be even close to what we pay in rent now, and finding suitable real estate on which to build our own accommodations could take many years.
 1. We couldn't consider replacing the Station in its current location without addressing the existing septic problems first. Director Martin suggested an above-ground alternative, although it would likely be expensive. She will follow up with her contact and make a report at the next meeting.
 2. Because building and real estate prices are particularly high right now, it is an additional reason to increase the mill levy sooner than later, so that we are ready take action when prices are more reasonable.
 3. Director Snyder observed that the projected building cost on the spreadsheet is likely underestimated by at least \$500k. We will also need to replace some of the equipment listed on the spreadsheet at least once more within the 10-year model, although Chief Trevithick noted that most equipment replacement costs are built into the cost of each new apparatus.
 - Director Snyder will work with Chief Trevithick to finalize the list of goals and costs.
- ii. Chief Trevithick pointed out that a third, similarly important objective that also benefits the taxpayers is in-District training grounds. There are other options for training but members need to leave the District to use them, which means fewer responders are quickly available for calls. For proper training grounds, we would need to buy property and erect burn buildings, which could increase the cost of our strategic goals by ~\$2M.

IX. NEW BUSINESS

a. Director Martin will get the receipts for the Fourth of July BBQ together this week.

X. AGENDA NEXT MONTH

a. Work Session – No discussion

b. Regular Meeting – No discussion

XI. ADJOURNMENT – A MOTION to adjourn the meeting was made by Director Martin. Director Sanders seconded and the meeting was adjourned at 9:28 PM.

Motion/Resolution Summary:

- MOTION to approve the regular meeting minutes from June 9th
- MOTION to adjourn the meeting

ACTION ITEMS:

Chief Trevithick

- Make inquiries with the state and other local Departments as needed to find out what the obligations for wildland revenue are
- Email the new, 1-year lease contract on the green house to the Board Members for review
- Create a new deployment tracking spreadsheet for 2021
- Put together a list of questions for a survey to ask the public what they expect from the Department
- Work with Director Snyder to finalize the list of goals and costs for long-term planning

Assistant Chief Benzel – NONE

Department Officers – NONE

All Board AND Department Members – Start “selling” the idea of a mill levy increase to the public

Director Snyder

- Continue to work on totals for salaries, benefits, etc. – in conjunction with the apparatus/equipment estimates – and send findings and calculations to the Board
- Work with Chief Trevithick to finalize the list of goals and costs for long-term planning

Director Brinkman – NONE

Director Martin

- Add a page to the newsletter about the mill levy increase and the reasons for it
- Put together a one-page list of reasons why the electors should vote for a mill levy and send out a first draft to the Board
- Work on planning an Open House to take place at the Fire Station in October
- Follow up with contact about above-ground septic alternatives and make a report at the next meeting
- Get the receipts for the Fourth of July BBQ together this week

Director Sanders

- Post details of the mill levy increase on the website, including a downloadable link to the information in the newsletter
- Facilitate getting Chief Trevithick questions to the public into survey format
- Look at further funding options before the next meeting and talk to the County Assessor to confirm our valuation assumptions. Compile a list of questions for our attorney and speak with our CPA on what may need to be prepared in advance
- Continue to flesh out the spreadsheet and confirm that all equations and graphs are accurate/complete across the various mill levy projections

Director Butley

- Notify Boulder County of our intent to add a mill levy increase to the November ballot
- Put together a schedule of dates for the election submission

Executive Assistant to the Board

- Send the June minutes to Chief Trevithick and Brian Sanders to post on the Hygiene FD website