

**Hygiene Fire Protection District**  
**PO Box 83, Hygiene, CO 80533**  
**Board of Directors Regular Meeting Agenda**  
**Wednesday, May 11, 2016**  
**7:00 pm**

**Board Members in Attendance:** Director Scott Snyder, Director Molly Baldrige, Director Judy Koslov, Director Dave Beeman, Director Steve Brinkman (via Skype)

**Department Personnel:** Chief Chad Bollacker, Assistant Chief Cody Trevithick, Maggie Personeus, Keith Parinello

**Meeting Attendees:** Brian Sanders, Shirley Hoffman

I. AUDIENCE BUSINESS

- a. Ms. Hoffman came with some concerns;
  - i. Not all meeting minutes are posted on the website
  - ii. After reviewing the ESCI report, she is concerned that the department may not be able to sustain itself even with the mill levy increase
  - iii. She asked about the two calls that she knows of that no one responded to;
    - 1. Chief Bollacker addressed her concerns. Both were when Chief Bollacker and all volunteers were unavailable.
  - iv. Ms. Hoffman suggested that in the Chief's Report, Chief Bollacker also include how many volunteers responded to each call.
  - v. Ms. Hoffman asked about the newsletters that have been posted on the website.
  - vi. She saw in the minutes that watches were purchased but was concerned about the cost
    - 1. Chief Bollacker explained that the watches are purchased as retirement gifts to members as appreciation for their service.
  - vii. Director Baldrige addressed the concerns that Ms. Hoffman brought up about being discouraged from interacting at the Informational Meeting.
  - viii. Brian Sanders came to introduce himself and offer his assistance to the fire station
  - ix. Mr. Sanders works in IT and offered to assist with IT concerns as needed.

II. PENSION BOARD AS NEEDED – Paul Bashor recently ordered six watches.

III. CALL REGULAR MEETING TO ORDER – Director Snyder called the meeting to order at 7:27pm.

IV. OATHS GIVEN TO NEWLY ELECTED DIRECTORS

V. HOLD OFFICER ELECTIONS

- a. Director Koslov nominated Director Snyder as Chair, seconded by Director Baldrige.

- b. Director Baldrige nominated Director Koslov as Secretary, Director Beeman seconded.
  - c. Director Koslov nominated Director Baldrige as Treasurer, seconded by Director Beeman.
  - d. The slate of nominations was approved unanimously at 8:08pm.
- VI. APPROVE THE APRIL MEETING MINUTES – Director Koslov moved to approve the minutes, Director Beeman seconded, and it passed unanimously at 7:28pm.
- VII. REPORTS
- a. Treasurer’s report – Director Baldrige sent the financial statements out ahead of time. Nothing concerning to her.
    - i. Director Koslov asked if there was anything unusual or worth mentioning.
  - b. Director Baldrige discussed the office expenses are higher because of the email costs.
    - i. Mr. Sanders asked about the email costs.
    - ii. Chief Bollacker explained that previous email systems have had problems but so far, the new system is functioning better. The website is being hosted by Wix.
  - c. Secretary’s report – Director Koslov is working on the calendar. She would like it to be added to the agenda for the June BOD meeting.
  - d. At the request of Director Snyder, Director Koslov sent a survey to other fire departments asking about Chief compensation. She emailed the Board and the Chief the information that she found.
    - i. Of the seven departments that responded to the survey, two had volunteer Chiefs
  - e. The Canvass Board – met this evening to fill out the certification of results. This will be kept in the official election file and copies will be given to each director, sent to DOLG, and to Lyons Gaddis. In addition to DEO Personeus and Director Koslov, the Canvass Board also included Nancy Dayton.
  - f. Director Oaths were completed tonight and will be sent to DOLA.
  - g. Chiefs Report –
    - i. There were 11 total calls in April
      - 1. Accident, Auto – 1, Medical – 5, Grass Fire – 2, Electric Hazard – 1, Fire Other – 2
    - ii. There were 20 total training hours in April
      - 1. Firefighter Training – 2, Medical Training – 3, Driver/Operator Training – 13, Other Training - 2
    - iii. New Business/New Updates-
      - 1. New Brush truck, Update: SVI Finally contacted Chief Bollacker and informed him that they are too busy and have too many jobs in their queue to take on another project and would not be able to finish working on specs and provide quote. Skeeter informed Chief Bollacker that the earliest they would start on the truck was mid-2017, so he passed on working with them more. Max Fire has yet to return anything. Danko has returned specs & Drawings and an

- approximate quote of \$135,000. Chief Bollacker has talked with Russ from Lefthand Fire, who provided a couple of other contacts for other companies. Currently reaching out to them.
2. Workplace Respect Training completed, several good comments from staff.
  3. Annual SCBA Pack, Mask, and Bottle testing has been completed.
  4. Annual Pump Certification and Ladder Certification is due, waiting on final date from Technician
  5. Federal PILT Funds. Chief Bollacker is joining other county chiefs in requesting funds from the county, when the time comes. After talking to a couple other chiefs the ones that have a large chunk of money coming to them will be the one's going in to hire an attorney, and the other chiefs will join forces when it is taken to the county commissioners.
  6. Next Truck Committee for new Pumper on hold till mid-June
  7. Our Insurance Policy is set for renewal in July/August time frame. Ron Tribett will be coming out in June to meet with Director Beeman and Chief Bollacker to go over the policy. Date in June is TBD Ron will also be going over the new online learning management system with several training options that our firefighters can do from the station or home.
  8. Waiting on revised contract from Ritchie Brothers. Once Chief Bollacker receives that he will be taking 2802 out to auction yard. Auction is set for mid-June.
  9. Cemex has been bought out. Chief Bollacker is currently working on obtaining contact information for the new owner to discuss our training area, to make sure our original agreement with Cemex for having our burn building on the property will still be honored. If not we will need to find a new location for our burn building.
  10. Timberline lodge owner was arrested on several counts. The future of Timberline lodge is up in the air at this time and could possibly close. HFPD was contacted about some fire code issues.
  11. The Marijuana Grow Facility proposal is working its way through the county. Chief Bollacker has made comments to the county regarding code requirements and other concerns of the Fire Department and the County Building officials and Chief Bollacker are waiting on some questions to be answered by the property owner regarding some of his processes.
  12. There is one property on McCall drive that the County and the Fire Department have deemed a health hazard and fire hazard. The County has been sending notices to property owner and is taking action towards the condition of the property.

## VIII. OLD BUSINESS

- a. Election Issues – discussed during Secretary report
- b. Diversity Training Status

- c. Distribution of ISO Report
- IX. NEW BUSINESS
- a. BOD Goals – Director Baldrige asked that all Directors think about these and this be a discussion for the June BOD meeting.
  - b. Master Planning – Identify when the increased mill levy income will come in and what will it be used for.
  - c. Director Koslov asked if any of the Board members or if Chief Bollacker have any experience in creating strategic plans. She suggested that one Board member take the lead on the planning.
  - d. Director Baldrige volunteered to work on it with the assistance of Director Snyder. Chief Bollacker also volunteered to participate.
  - e. BOD Bylaws
    - i. Director Koslov suggested that SOPs also be discussed at the June BOD meeting. These will be a work in progress but Director Baldrige thinks that we need to get a framework in place.
    - ii. Chief Bollacker will do some research to send to the board for review.
- X. EXECUTIVE SESSION FOR CHIEFS ANNUAL REVIEW – Director Snyder moved to adjourn and begin the Executive Session, seconded by Director Baldrige, and passed unanimously at 8:18pm.

