

Hygiene Fire Protection District
BOARD OF DIRECTORS REGULAR MEETING
Fire Station, 7523 Hygiene Road
Wednesday, August 10, 2022 at 7:00 p.m.

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

Directors in Attendance: Scott Snyder, Brian Sanders and Rick Hill

Directors Not in Attendance: Devon Martin and Andie Adams

Department Personnel: Fire Chief Cody Trevithick, Assistant Chief Benzel, EMS Captain Chambers

Meeting Attendees: Firefighter Fillmer, Angela Frank, Ron Tribbett, and Laura McConnell

I. PENSION BOARD AS NEEDED – None

II. CALL REGULAR MEETING TO ORDER – Regular meeting called to order ~7:11PM

III. AUDIENCE COMMENTS FOR ITEMS NOT ON THE AGENDA – NONE

IV. PUBLIC HEARING FOR EXCLUSION

- a. Airport Road and Rogers Road Exclusion – The area is currently zoned as agriculture so there isn't a property tax revenue loss. A MOTION to approve the exclusion as requested was made by Director Sanders. Director Hill seconded and the motion was approved by unanimous vote.

V. INSURANCE REVIEW with Ron Tribbett – Ron reviewed points on our current coverage, discussed the changes that we are likely to see, and answered questions.

VI. MEET/INTERVIEW Angela Frank for Recording Secretary – Angela attended to meet the Board and find out more about the logistics and duties of the job. She discussed her background and qualifications, and the Board asked questions.

VII. APPROVE MINUTES

- a. Regular Meeting July 13, 2022 – Postponed until September meeting.

- b. Study Session June 28, 2022 – A MOTION to approve the June 28th Study Session Minutes was made by Director Sanders. Director Hill seconded and the motion was approved by unanimous vote.
- c. Study Session July 24, 2022 – A MOTION to approve the July 24th Study Session Minutes was made by Director Sanders. Director Hill seconded and the motion was approved by unanimous vote.

VIII. REPORTS

- a. Treasurer's Report – Budget to actuals and wildland deployment spreadsheet reviewed. Nothing particularly unusual or concerning.
 - i. Working on getting the audit submitted by Friday, August 12th.
 - ii. The FPPA pension fund is down by ~12% from the beginning of the year due to stock market declines.
 - iii. Director Sanders showed side by side property tax revenue from both before and after the recent mill levy increase, and the corresponding impact on investments and net income.
- b. Secretary's report – No report
- c. Friends of Hygiene – No report
- d. Hygiene/Lyons Report – No update.
- e. Chief's Report
 - i. Call Activity of Note – 23 calls since last meeting, including 4 MVAs, 4 grass fires, and 5 medical.
 - ii. Wildland Update

1. The crew and apparatus that was deployed to Texas have now been swapped for a new one that will stay for another two-weeks. 2840 was deployed but cancelled in route; they will stay at the top of the deployment list.
- iii. Shift Coverage – We struggled for coverage in the first part of July, but improved steadily over the second half. No calls were missed and response times are still fast.
 1. Chief Trevithick will be making calls to the people who are not meeting their minimum obligation on a regular basis.
 - iv. Grant Update – Both the SCBA and the radio grant were approved! Prices have increased since the original application was made, so we will have to remove some components from the SCBAs to more closely match the amount we will receive. With the funding we will purchase 23 new packs, of which 5 will have the thermal imaging feature.
 1. Wildland Coordinator Wurzer just applied for a state grant for new PPE.
 - v. Other Issues & Opportunities
 1. Boulder County Auto Aid – We received a letter from Boulder County requesting that we sign an auto aid agreement. Chief Trevithick gave to the Board for review.
 2. Assistant Chief Benzel introduced Laura McConnell as the new PIO for the Department, and help with various writing programs. Laura spoke about her background and certifications within the firefighting and communications sphere.

IX. OLD BUSINESS

- a. Attorney Comments re: Wildland Coordinator Job Description (Chief) – Attorney out of office so no update
- b. Pay Policy

1. Pay when training – Working on adding the new information to the SOP.
2. Limit hours to 1,600 per year – Working on adding the new information to the SOP.

X. NEW BUSINESS

- a. Budget – Chief Trevithick has received budgets from most of the departments. He will meet with Director Sanders to incorporate everything into the combined 2023 budget.

XI. AGENDA NEXT MONTH

- a. Work Session – None
- b. Regular Meeting – No discussion

XII. EXECUTIVE SESSION to discuss Personnel Matter and Real Estate Purchase

XIII. ADJOURNMENT – A MOTION to adjourn the meeting and go into Executive Session at ~9:10 PM was made by Director Sanders.

Future Work Items

1. Meet with Mountain View FPD
2. Continue to Meet with Lyons FPD
3. Facilities

Motion/Resolution Summary:

- MOTION to approve the exclusion as requested
- MOTION to approve the June 28th Study Session Minutes
- MOTION to approve the July 24th Study Session Minutes
- MOTION to adjourn the meeting and go into Executive Session

ACTION ITEMS:

Chief Trevithick - NONE

Assistant Chief Benzel – NONE

Pension Board Chair Bashor - NONE

Department Officers – NONE

Director Snyder - NONE

Director Martin - NONE

Director Sanders – NONE

Director Adams – NONE

Executive Assistant to the Board

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