

Hygiene Fire Protection District
BOARD OF DIRECTORS REGULAR MEETING
Fire Station, 7523 Hygiene Road
Wednesday, July 13, 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, Devon Martin, Rick Hill, and Andie Adams

Directors Not in Attendance: None

Department Personnel: Fire Chief Cody Trevithick, Fire Marshal Travis Homyak, and E/A to the Board Jennifer Cook

Meeting Attendees: Firefighter Esmail

I. PENSION BOARD AS NEEDED – None

II. CALL REGULAR MEETING TO ORDER – Regular meeting called to order at 7:07PM

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

IV. PUBLIC HEARING FOR EXCLUSION

a. Airport Road and Rogers Road Exclusion – Postponed to August Regular Meeting

V. APPROVE MINUTES

a. Regular Meeting May 31, 2022 – A MOTION to approve the May 31st (June) meeting minutes was made by Director Sanders. Director Martin seconded and the motion was approved by unanimous vote.

VI. REPORTS

a. Treasurer's Report – Budget to actuals reviewed. Nothing particularly unusual or concerning.

- i. A MOTION To accept the Q2 financials as presented was made by Director Snyder. Director Martin seconded and the motion was approved by unanimous vote.

- b. Secretary's report
 - i. The HFPD is listed as the owner of the Post Office property, and Director Martin provided a copy of the deed prior to the meeting by email.
 - ii. Director Martin spoke to the postmistress about customers using FD lanes to access the PO. It is not an easement and should not be an assumed entrance to the PO. She allowed that it can be used when available, but is otherwise prohibited.

- c. Friends of Hygiene – Need to find two Board Members, one from the Regular Board, and one from the Association. Director Hall volunteered to be the 2nd member from the Regular Board.

- d. Hygiene/Lyons Report – No update.

- e. Chief's Report
 - i. Call Activity of Note – 47 calls since last meeting, including 5 MVAs, 6 fires (multiple types), 2 water rescue, and 21 medical. The high number of calls is due in part to the extended period of time since the last meeting.
 - ii. Wildland Update
 - 1. The wildland deployment tracker was reviewed and Chief Trevithick gave an update on recent deployment activity.
 - 2. Wildland Coordinator Wurzer is now certified as an Engine Boss.

iii. Shift Coverage – Range of 1-3 people on shift. Struggling to fill spots because the ones on deployment are the ones that usually shift. Chief Trevithick plans to address the rest of the crew not working the requisite number of shifts, and hold meetings with individual members as needed.

1. Chief Trevithick will meet with Director Hill to discuss morale in the Department.

iv. Grant Update – No update.

1. Chief Trevithick will ask the grant writer for his suggestions on 2023 grants that we have the best chance of getting.

v. Other Issues & Opportunities

1. Everyone now has their own unique door code, and all codes have been uploaded into the system.

2. The Department is running well overall; volunteers are really stepping up to help while members are on deployment.

VII. OLD BUSINESS

a. Post Office Deed (Devon) – See VI, b,i

b. North Side Driveway Use by Postal Patrons (Devon) – See VI, b,ii

c. Attorney Comments re: Wildland Coordinator Job Description (Chief) – Chief Trevithick sent attorney evaluation of the position in early June; the Board reviewed the assessment and discussed.

i. Chief Trevithick will follow up with the attorney to get more information on a few points that need clarity. Director Sanders will join the conversation if possible.

d. Pay Policy

- i. Various budgeting avenues to meet the additional hours we will need to pay for training were discussed.
- ii. Chief Trevithick and Assistant Chief Benzel will make changes to the SOP and send to the attorney for review.
 1. Pay when training – Members will be paid when on shift and when they attend mandatory trainings.
 2. Limit hours to 1,600 per year – Need to strictly adhere to avoid pension complications.

e. Working with other Fire Departments, What are we looking for?

- i. Various advantages and disadvantages of blending with other Departments – in both the short and long term – were discussed. Concerns included: Hygiene’s identity, possible reduction/loss of influence over what happens in the community, and ensuring that the quality of service stays equal to (or better than) what it is now.

VIII. NEW BUSINESS

- a. New Engine Update – The timeline has been pushed back by ~6 months due to supply chain delays. The pre-build is scheduled for February 2023, and the delivery date is now August 2023.
- b. Jen put in her resignation so we will need to find someone new to take over doing the meeting minutes. Hiring the SDA Management firm to attend the meeting and take minutes was discussed. Director Snyder will find out estimated costs to do this, in conjunction with other work for the Department, and it will be discussed at the August meeting.
- c. Director Sanders asked Chief Trevithick to start working on the 2023 budget in August.

- d. We would like to see about getting an introductory meeting set up with Mountain View sometime in August. Director Snyder will reach out to the Board President of Mountain View.

IX. AGENDA NEXT MONTH

- a. Work Session – Not needed.
- b. Regular Meeting – No discussion

X. ADJOURNMENT – A MOTION to adjourn the meeting was made by Director Sanders. Director Martin seconded and the meeting concluded at 9:30 PM.

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 May 31st (June) Meeting minutes
- MOTION To accept the Q2 financials as presented
- MOTION to adjourn the meeting

ACTION ITEMS:

Chief Trevithick

- Meet with Director Hill to discuss morale in the Department

- Ask the grant writer for his suggestions on 2023 grants that we have the best chance of getting
- Follow up with the attorney re Wildland Coordinator position comments and points that need clarity
- Work with Assistant Chief Benzel to make changes to the SOP and send to the attorney for review

Assistant Chief Benzel

- Work with Chief Trevithick to make changes to the SOP and send to the attorney for review

Pension Board Chair Bashor - NONE

Department Officers – NONE

Director Snyder

- Find out estimated costs for SDA Management firm to take meeting minutes
- Reach out to the Board President of Mountain View to set up introductory meeting

Director Martin - NONE

Director Sanders – NONE

Director Adams – NONE

Executive Assistant to the Board

- Send the approved May 31st (June) minutes to Chief Trevithick and Brian Sanders to post on the Hygiene FD website