

Hygiene Fire Protection District
P.O. Box 83, Hygiene, CO 80533
Board of Directors Regular Meeting Agenda
Wednesday, November 8, 2017
7:00 p.m.

Directors in Attendance: Molly Baldrige, Dave Beeman, Judy Koslov and Scott Snyder; Steve Brinkman was not in attendance.

Department Personnel: Acting Chief Cody Trevithick, Pension Board Chair Paul Bashor, Lieutenant Kevin Wright, Acting Lieutenant Pamela Adler, and E/A to the Board Jennifer Cook

Meeting Attendees: Firefighters Cunningham, Sugg, Barnaby, Pacheco, Ginsborg, Novickis

I. PENSION BOARD AS NEEDED

- a. Pension Board meeting was called to order at 7:03 PM. Pension payouts have not changed in a while so Pension Board Chair Bashor proposed raising the monthly payouts. He would like to submit three payout options instead of just one to the actuaries for analysis. There is an additional charge for running more than one number and Paul will find out the extra costs would be.
- b. Director Baldrige needs to make the annual contribution to the pension fund and if the maximum is not contributed then the state will not match it. Through the shift-staffing program FFs can earn income vs. contributing to their pension funds, so there may be FFs who are not interested in pensions. No decision was made and the discussion was postponed until we have more information.

II. CALL REGULAR MEETING TO ORDER – Regular meeting called to order at 7:10 PM

III. AUDIENCE COMMENTS – None

IV. APPROVE THE OCTOBER MEETING MINUTES – MOTION to accept the October minutes made by Director Baldrige, Director Beeman seconded. Approved by unanimous vote.

V. REPORTS

a. Treasurer's report

- i. October Financials – Review and discussion of the documents provided by Director Baldrige ahead of time. Nothing unusual or of concern.

1. Director Baldrige projects that, at the close of 2017, we will have a positive net income. She recommends spending the surplus cash before the end of the year on expenditures currently scheduled for 2018 so that they could then be removed from the budget. It was decided that the money would be spent on repairing the roof, outfitting the trucks, architect fees to upgrade the station, and purchasing portable radios, a used Lifepak 12, and a SimMan training manikin. A MOTION to approve

these purchases was made by Director Snyder, Director Baldrige seconded. Approved by unanimous vote.

2. The Board gave their approval to Director Baldrige to electronically submit this year's pension contribution.

b. Secretary's report

- i. Upcoming deadlines – The 2018 budget must be adopted by the board at the December meeting.
- ii. Archive & Retention Project – Director Koslov and Jen teleconferenced with Maggie about the status of the archiving project when she left. The meeting minutes between 2001 and 2012 are missing and need to be tracked down so that they can be added to the archives. Jen has the names of a few people she can approach to find them. Director Koslov requested that anyone who has documents that need to be archived, send them to Jen.
- iii. Executive Assistant Job Description – The role is evolving so the Board agreed that finalizing the description could be put on hold for the time being.
- iv. FD Performance Report – FF Homyak could not attend the meeting but he was able to put together a preliminary Power Point report of October data and Acting Chief Trevithick walked everyone through the information. Current focuses for data evaluation involve: (1) number of responders to all but EMS-only incidents, since our goal for the former is 6 and for the latter 2, and (2) some excessive AMR response times. For the month of October, the number of responders to both EMS and non-EMS incidents was very much in line with the respective goals. The data showed some excessive AMR response times but, because the report was preliminary, the statistics weren't definitive. Further editing will be done before the report is finalized.

c. Chief's Report

i. Issues & Opportunities

1. The department purchases Sam's Club memberships for interested volunteers and staff. Annual membership is up for renewal and there are an additional eight people who would like to participate. An individual membership covers one person and a "spouse," so only four more memberships are needed. The board supported renewing the membership – with the additional participants – and the cost will be booked in 2017.
 2. Acting Chief Trevithick purchased some pallet shelves to put up in the bay in order to minimize the clutter on the floor.
 3. We hired a Medical Director in May but did not have a resume on file. Acting Chief Trevithick received a copy and Jen will scan and distribute to the board. It will also be added to the online archives while the original will be filed in the office.
- ii. Station Roof – The station roof has a number of leaks in it and a roofing company provided an estimate of repair costs. The board authorized a portion of this year's excess funds to fix the roof.

- iii. Harassment Training – Acting Chief Trevithick called the same group we used for last year’s training but has still not received a call back. He will look for a new group to do the training. Current policy requires new volunteers to read the harassment SOP and sign it. There are some existing handouts that could be distributed but Acting Chief Trevithick would like the veterans to have a refresher and all new recruits need to go through harassment training class.
- iv. Christmas Party – Takes place on December 1st and there is a sign-up sheet posted. Everyone who is planning to attend must sign up by the 22nd. There will be a white elephant gift exchange and spouses are welcome to participate with a gift of their own. The value of gifts should not exceed \$25.

VI. OLD BUSINESS

a. Member Presentation for Staffing Program

- i. Acting Chief Trevithick, FFs Sugg and Banarby, and Training Captain Benzel developed a business plan that ensures 24/7 coverage, including detail on how that coverage will translate into paid staff and volunteers. FF Sugg presented a Power Point slide show outlining the benefits, scope, policy, eligibility, and compensation.
- ii. Lieutenant Kevin Wright suggested that the proposed Shift Staffing SOP be updated with the mandate that all participants be in good standing with the department and up-to-date with training.
- iii. Director Snyder requested that the SOP be expanded to define what disciplinary actions might be taken for those participants who fail to show up for their scheduled shift. The SOP should also emphasize the point that staffing for shifts is strictly on a first come, first served basis.
- iv. The Board will review the SOP and send questions/suggestions and concerns to Acting Chief Trevithick.
- v. Once the SOP is finalized, it will be sent to the lawyers for analysis and approval.

b. 2018 Budget

- i. The budget presented at the November meeting included revisions suggested at the October meeting. Each of the changes was reviewed line by line to ensure that all concerns were addressed.
- ii. Director Baldrige will update the budget with the modifications discussed at the November meeting and send the amended version to all Board members for review. The 2018 budget must be adopted at the December meeting so all Board members must respond with either approval, or reasons for rejection of the budget in its revised form so that all reservations can be addressed in advance.

- c. Future of 2830 – The 2017 budget included \$25k of revenue from the planned sale of the old brush truck. Acting Chief Trevithick said that it isn’t likely that it would sell for much more than \$8k. There was an offer of \$5k and a suggestion was made that it might be more valuable to donate the truck instead. We will get a third party evaluation of the truck to determine its value and decide from there whether to donate, consign, or sell it.

VII. NEW BUSINESS

- a. By-Laws - The shift SOP does not match the bylaws so they will need to be updated to reflect the recent changes to the SOP. A working committee will be established to work through the differences and reconcile the SOP with the bylaws. Directors Snyder and Baldrige will participate as representatives of the Board and Acting Chief Trevithick will recruit volunteers to participate as representatives of the Association. The first meeting will take place in January, at a date and time to be determined by the participating members.
- b. LP-12 Opportunity - The board authorized a portion of this year's excess funds to purchase a used Lifepak 12.

VIII. GOALS

- a. Board Bylaws and SOPs: Molly – Will be examined by the working committee, starting in January.
- b. Establish Level of Service for HFPD Medical Response: Scott – Not discussed
- c. Establish Level of Service for Medical Transport Service: Scott – Not discussed
- d. Get record keeping system set up – filing, organization, preservation, accessibility of docs: Judy – Director Baldrige proposed that, instead of Jen, the archiving project be taken on by the paid participants of the Shift Staffing program under the supervision of Acting Chief Trevithick. Director Koslov expressed concern about the increased possibility of confusion when multiple people are involved. No decision was made during the meeting.
- e. Strategic Plan: Steve – Not discussed
- f. Verify all employees have proper tax withholding: Molly; Insurance; Dave; Job Descriptions: Chief – Not discussed

- IX. Adjournment – MOTION TO ADJOURN at 10:12. Made by Director Baldrige and seconded by Director Koslov. Approved by unanimous vote.

Motion/Resolution Summary:

- MOTION to accept the October minutes
- MOTION for 2017 surplus cash to be used to repair the roof, outfit the trucks, pay for architect fees to upgrade the station, and purchase portable radios, a used Lifepak 12, and a SimMan training manikin.

ACTION ITEMS:

Acting Chief Trevithick

- Continue trying to get a hold of someone for harassment training.

- Work with FFs Sugg, Barnaby and Training Captain Benzel to update the Shift Staffing SOP with the modifications discussed at the November meeting. Send the revised version to all board members for review.
- Find volunteers to participate in the working committee to review the SOP and bylaws.

FF Barnaby

- Reach out to contacts at Ritchie Bros. to determine the value of the 2830.

Pension Board Chair Bashor

- Find out the addition cost to submit three payout options instead of just one to the actuaries for analysis.
- Get an estimate of what it would cost to supply the department with jackets and follow up with Director Baldrige for possible inclusion in 2018 budget.

Board Members

- Review the revised Shift Staffing SOP and send questions, suggestions and concerns to Acting Chief Trevithick.
- Respond to Director Baldrige with either approval, or reasons for rejection of the budget in its revised form, so that all reservations can be addressed in advance of the December board meeting.

Director Baldrige

- Update the budget with modifications discussed at the November meeting and send the amended version to all Board members for review.
- Work with Director Snyder and Acting Chief Trevithick to set up a date/time in January to work on the bylaws and SOP.

Director Snyder

- Work with Director Baldrige and Acting Chief Trevithick to set up a date/time in January to work on the bylaws and SOP.

Executive Assistant to the Board

- Send the October minutes sent to FF Cunningham to post on the Hygiene FD website.
- Scan the Medical Director's resume, send copies to the board and post it on Box.com for archiving.