

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

BOARD OF DIRECTORS REGULAR MEETING
Fire Station, 7523 Hygiene Road
Wednesday, June 9, 2021
6:30 p.m.

Directors in Attendance: Scott Snyder, Brian Sanders, Steve Brinkman, and Marty Butley

Directors Not in Attendance: Devon Martin

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

Meeting Attendees: Firefighters Caviness, Wurzer and Henry

- I. FRIENDS OF HYGIENE MEETING AS NEEDED – The meeting that was scheduled for May 24th was postponed until June 10th.
- II. PENSION BOARD AS NEEDED – Nothing to report
- III. CALL REGULAR MEETING TO ORDER – Regular meeting called to order at 6:53PM
- IV. AUDIENCE COMMENTS FOR ITEMS NOT ON THE AGENDA - NONE
- V. APPROVE MINUTES
 - a. Regular Meeting, May 12, 2021 – A MOTION to approve the regular meeting minutes was made by Director Sanders. Director Brinkman seconded and the motion was approved by unanimous vote.
 - b. Special Meeting, May 24, 2021 – A MOTION to approve the special meeting minutes was made by Director Brinkman. Director Butley seconded and the motion was approved by unanimous vote.
- VI. REPORTS
 - a. Treasurer’s Report
 - i. The budget-to-actual report was reviewed. Rental income account is net neutral due to the leasing commission payment of \$4,785, and almost equal amount of rent payments received to date. Almost 100% of the amount budgeted for IT Equipment has already been consumed, but it is due to large,

up-front annual renewal charges and no more bills are expected for the year. The fuel expenses were high for both April and May. We received reimbursement for a single-resource EMT deployment to Rhode Island to administer COVID vaccinations. Approximately 80% of the amount budgeted for the wildland vehicle has been used.

1. We are in the process of switching to a new accounting firm, Gray and Associates, now that we've severed ties with our prior CPA due to inadequate communication.
2. Property tax valuations came out recently and many people saw a significant increase in the assessed value of their houses. Higher property valuations mean an increase in property tax revenue for the Department, but, due to the 5.5% Property Tax Revenue Limit, we cannot receive more than 105.5% of the tax revenue we earned in the prior year.
 - Director Sanders will ask the new CPA about the 5.5% limit and how it will affect us, relative to the higher property valuations.
3. Director Sanders contacted Congressman Ken Buck's office and got good information on funding opportunities. Next, we need someone to go through all the disparate options and consolidate the details of grants that could apply to us.
4. Rent on the adjacent property ("green house") is increasing to \$2,000/month, starting July 1st. A MOTION to increase rent payments to \$2,000/month was made by Director Brinkman. Director Butley seconded. The Board discussed whether we should pay on a month-to-month basis, or sign a new lease contract for another year. We are unlikely to secure alternate housing for the firefighters within a year, so it was decided that the rental contract should be renewed for another year. Director Brinkman amended his MOTION to specify a 1-year rental term and the motion was approved by unanimous vote.
 - Chief Trevithick will arrange a new, 1-year lease contract at the higher rate with the landlord. He will also talk to her about payment terms, to allow Director Sanders to automate that process, as well as her late payment policies. She charges substantial late fees and it would be appreciated if she would allow a penalty period.
5. Director Sanders was finally able to access T-Mobile's online portal. It is a government portal that is separate from everything else, which made the process much more challenging.

6. Director Sanders is working with Assistant Chief Benzel to purge ADP of members that are no longer with the Department.
 7. Director Sanders made a point to remind everyone of the importance that links to HFPD's Google Drive account are never shared with anyone outside of the Department. If someone requests information, download the appropriate file and send as needed.
 - Director Snyder has been contacted a couple of times by an organization that would like to link the HFPD's website to their own. The stated purpose is fire safety education for children, but nothing has been verified yet. Director Sanders asked to have the emails forwarded so that he can follow up.
 8. There has been some confusion in lease payments, so Director Sanders created a Lease Planning Spreadsheet to clarify which lease-holder should be paid when, relative to when the lease changed hands.
 - Under the terms of the lease, we are responsible for certain types of expenses. We need to make sure that these costs do not exceed annual revenue on the PO property.
 9. Our fee structure for property exclusions may need to be updated. Right now, the requestor puts \$1,000 in escrow account to cover all fees that the HFPD incurs to process the request. Director Snyder noted that this cost should not be part of our fee structure, as we do not generate any profit from the transaction. Rather, it is our policy that we do not cover any of the costs associated with property annexation.
 - Director Snyder will contact Lyons Gaddis to ask about a policy for charging fees for annexation costs.
 10. Director Sanders is working on modifying the long-term budget projections spreadsheet, using a less conservative real estate valuation.
- ii. A MOTION to approve the final 2020 financial statements was made by Director Brinkman. Director Snyder seconded and the motion was approved by unanimous vote.
 - iii. A MOTION to approve the financials for the first quarter of 2021 was made by Director Snyder. Director Brinkman seconded and the motion was approved by unanimous vote.

b. Secretary's report

- i. Dates and Deadlines – No report. One of Director Martin's kids got sick and she was unexpectedly unable to attend.

c. Chief's Report

- i. Insurance Renewal – We received a notice that our insurance premium may be increasing up to 25%. No quote was given for the whole package, but Chief Trevithick will contact Ron Tribbett for more information and possible alternatives. The policy doesn't renew until August 1st so we have some time to make other arrangements if needed.

- ii. Defibrillator – Chief Trevithick contacted AMR and learned that we could purchase a defibrillator through them for about the same price as what it would cost if we went to Stryker directly. If we go through Stryker, we would have to turn in our Lifepak 12 in exchange for a \$5,000 credit towards a new one. If we go through AMR, we could keep it and use it as a training tool since the old and new designs are very similar. The approved term of the 12 expires very soon, so we will need to get the new Lifepak 15 before that happens. The price is ~\$24k. Chief Trevithick will look into possible alternative manufacturers. We could also possibly try to get grant funding to cover this expense.

1. The official expiration date is unclear. The original date was extended due to logistical complications from COVID, but there is conflicting information on what the new expiration date is. Chief Trevithick will find out if it is July 2021 or February 2022. If it's the latter, we will add the expense to next year's budget.

- iii. Grant Writer – Lyons FD contacted the same grant writer, David, that we just hired. David suggested that Lyons and Hygiene join forces and apply jointly for regional grants. It would increase our odds, we could split the grant-writing fee and, if we apply for more grants, David's rate will be further reduced. The application must specify the equipment and purpose of grant funds, so Lyons and Hygiene would have to agree on the particulars in advance. We already have mutual aid and auto aid agreements with Lyons, so Chief Trevithick doesn't see that being a serious problem. Hygiene hired David to apply for an SCBA grant, and Lyons hired him to apply for radios. Now, each Department is applying for both. We were paying \$4,500 for the SCBA grant already, now we can pay \$6,000 for both and increase our odds at the same time. The Board approved combining efforts with Lyons, and paying the extra \$1,500. We will have to sign a new contract with David using the new terms.

1. Chief Trevithick will confirm that the government (grant issuer) makes the equipment purchase themselves, as opposed to sending a check to the grant recipient.

iv. Run Data

1. May 2021: there were 17 calls, including 7 for Fire, 6 EMS, and 1 motor vehicle accidents (MVA). The average Dispatch-to-en-route times were ~1:47-minutes for HFPD, and ~2:20-minutes for AMR. Over 17 calls, the average en-route-to-arrival time for HFPD was ~5:08-minutes. Over 5 calls, the average en-route-to-arrival times for AMR was ~14:40. Out of 4 calls in May, 4 were BLS and 0 ALS. The average number of responders on fire calls was 5. The average number of responders on EMS calls was 6. The average number of responders on MVA calls was 7.

- 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 21 calls in May 2020, with more EMS (11) and MVA (3) calls, but fewer fire calls (5). Hygiene's response times in May 2020 were identical to this May. AMR's dispatch-to-en-route times in May 2020 were shorter (~1:34) than this May, while en-route-to-arrival times were longer (~15:21).

- Major Incidents:

i. Structure Fire on May 24th (Mutual Aid)

1. 2841 Responded, was last tender requested and was the first to arrive
2. Arrived before most of the 2nd alarm response which was dispatched first. (9:52 from dispatch to arrival time)

ii. Lyons water rescue

1. 2803,2851,2860
2. Total of 6 people responded on apparatus
3. No rescue was made all parties out of water

iii. Investigations

1. Fire Marshal Homyak went on two investigations for MAFIT
 - a. 5/18 Tipperary St. Louisville
 - b. 5/24- Redwing Pl. Niwot

2. Year-to-Date: there have been 129 total calls, including 27 for Fire, 65 EMS, 17 Motor Vehicle Accidents, 2 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 8. The average number of responders on all calls was ~7.

v. Shift Coverage – Assistant Chief Benzel presented shift coverage numbers for May. Very good coverage last month, with zero missed shifts. There was an average of 3-4 people on every shift, with a minimum of two people and maximum of five.

vi. Type 6 Build – We're in the process of mounting the light bar and emergency lights on the sides, and getting the siren wired. Once that's complete, it will go to Husky Signs to put the striping on it. The last step is to run a power cable from the battery to the pump. Once the wiring is complete, it can go into service, even if it does not have the striping on it. Chief Trevithick expects it will be in service by July 1st at the latest.

vii. Other Issues & Opportunities

1. Apparatus Damage – 2803 struck a rock wall when it out trying to verify an address in a tight driveway. The rock put a long dent in the side and ripped off one of the SCBA holders and a wheel chock. The damage is mainly cosmetic, so the vehicle will stay in service until it can go to the shop. We will file an insurance claim to cover ~\$16k in damages, less a \$500 deductible.

- Chief Trevithick is thinking about implementing a policy of consequences relative to damages caused per Firefighter/year. He is looking at Longmont FD's policy for guidance.

viii. Chief Trevithick asked for a clarification on the various email groups that exist in HFPD's Google Mail account. There are a number of old and new Groups available and it isn't easy to decipher what members are part of which Group. Director Sanders offered to help clean up some of the confusion. Chief Trevithick will send him a roster of the current members and their contact info.

VII. OLD BUSINESS

- a. Long-Range Planning – We must notify Boulder County by July 23rd if we intend to add a mill levy increase to the ballot. The cost is estimated to be ~\$5,000, based on the population of the Hygiene District. We must *confirm* that we want to add the mill levy increase to the ballot by August 24th.

1. Director Butley will find out what happens if we notify the county of our intent, but then decide against putting this issue on the ballot.

- ii. Review Anticipated Cost of Operations – Director Sanders presented an updated Income Planning spreadsheet, which shows various mill levy funding scenarios relative to our needs, and the extent to which each meets a spectrum of goals. The most recent version was revised to include the 5.5% limits, predicted/estimated needs, and funding opportunities (grants, wildland income, etc.). The planning sheet goes through 2030, and inflation on all expenses is compounded at 3% per year.

1. If we wanted to hit all the goals we have, we would be underfunded by ~\$2,000,000 at the current rate of 9 mills. If the rate were raised to 12 mills, we would come out more or less even. At 16 mills we would be able to secure out goals, including the building expansion, and have a better foundation for continuous growth and ability to meet future needs.

- Director Sanders will modify the spreadsheet with these inputs, and compare them to likely funding and expense scenarios.
- The biggest variable is wildland income. We could earn substantial income through deployments, but both the need and degree are unpredictable, making it difficult to incorporate such funds into the long-term plan.

- i. Director Brinkman advocated for promoting deployment as an additional funding source, on the condition that we have the funds to pay enough staff to ensure adequate District coverage at all times. Combining efforts with Lyons could help supply both people and apparatus, without significant impact on either District's resources.

- ii. Chief Trevithick reiterated his interest in applying for grant funds to hire a Retention/Recruitment Officer. The person hired to fill this role would also have to be an Engine Boss, so that if we get called for deployment, we already have someone in place and ready

to go. The application window for this year recently closed, but we can start planning for next year.

- Director Butley found a fact sheet on the Louisville FPD's website that covered various statistics and forces that explain their decision to add a mill levy increase to the ballot. He suggested that this type of information would be a good place to start to educate citizens ahead of a possible vote.

iii. Market Pay and Benefits – Director Snyder called Rocky Mountain Employers Council (the group that Longmont used for their Salary Survey), but was informed that we must be members to access that information. It would cost a minimum of \$1,500 to join, so we will continue to use Longmont's pay structure as a guide, since it's based on that survey anyway. Having comparative compensation information shows us what we're competing with, and why (in part) we're losing members.

1. Director Snyder will continue to work on totals for salaries, benefits, etc. – in conjunction with the apparatus/equipment estimates – and send his findings and calculations to the Board.

iv. Apparatus Replacement – Firefighter Caviness and Chief Trevithick put together an excellent apparatus report that FF Caviness presented at the meeting. The spreadsheet covers specs, hours, miles, original cost, status within the Department, size of water tank, and how many calls it has gone on, as well as pictures of the vehicles. It also tracks replacement guidelines, repair and maintenance history, and changes that have been made to each apparatus. FF Caviness included pro/con columns for each apparatus, which helps to bring focus to possible deficits in HFPD's fleet capability overall.

1. The report is available on Google Drive and viewable by all authorized members.

v. Major Equipment Needs – Director Sanders calculated that it will cost around \$3,150,000 to expand the building to include adequate, on-site living quarters for firefighters. This estimate is based on 7,000-ft², at \$450/sq. ft, which is the approximate rate quoted by the design company. This estimate does not include the bays or anything similarly operational. Based on this and other long-term needs, property tax revenue at current levels are inadequate to sustainability.

VIII. NEW BUSINESS

i. Cooperative Efforts with Lyons Fire

1. Chief Trevithick and Director Snyder met with their counterparts in the Lyons FPD. Among other things, they discussed jointly commissioning a third-party analyst to assess possible ways that the two Departments could combine efforts. This person would look at both operations and focuses, side by side, to see what can be streamlined and simplified, determine where resources overlap, and/or how costs could be shared, in a way that would mutually benefit both Departments. The cost for this service would be ~\$2,500 per Department. Combining Districts could benefit the ISO rating for both Departments. Hygiene's rating is ~4 and Lyons' is ~3. Improving ISO ratings would help to lower insurance rates for District residents.
 - Director Butley noted that, as a Volunteer Department, it's particularly important to solicit and respect member's opinions before making such a change. It needs to be a bottom-up consideration, rather than a top-down decision. Chief Trevithick agreed and affirmed that member views will certainly be incorporated into the calculation, once we get to that point.
2. Shortly after the meeting with Lyons, the new Chief sent a list of options for joint operations, ranging from our current mutual aid agreements, up to a full merging of Districts. Director Snyder stressed in the meeting and to the Lyons Chief that we're a ways away from enacting any of the consolidation options. Lyons is on somewhat uncertain financial ground, so we don't want to take too many steps until we get a better idea of the possible risk.
3. A MOTION to team up with Lyons to hire someone to evaluate the two Departments, and provide guidance on the issues under review was made by Director Brinkman. Director Sanders seconded and the motion was approved by unanimous vote.
 - It was observed that there was a surprisingly quick turnaround time between the initial meeting and Lyons' Chief sending the seven Consolidation Strategy options. To that point, Director Sanders commented that he is supportive of the idea of combining forces, but noted that he needs more info on what Lyons wants to get out of the arrangement.

- a. Work Session – Sunday, June 13th at 12:30 PM.
 - b. Regular Meeting – No discussion
- X. ADJOURNMENT – A MOTION to adjourn the meeting was made by Director Brinkman. Director Martin seconded and the meeting was adjourned at 9:28 PM.

Motion/Resolution Summary:

- MOTION to approve the regular meeting minutes from May 12th
- MOTION to approve the special meeting minutes from May 24th
- MOTION to increase rent payments to \$2,000/month
 - AMENDED to specify a 1-year rental term
- MOTION to approve the final 2020 financial statement
- MOTION to approve the financials for the first quarter of 2021
- MOTION to team up with Lyons to hire someone to evaluate the two Departments, and provide guidance on the issues under review
- MOTION to adjourn the meeting

ACTION ITEMS:

Chief Trevithick

- Arrange a new, 1-year lease contract at the higher rate with the landlord.
- Talk to the landlord about payment method terms and late payment policies
- Contact Ron Tribbett for more information on the insurance increase and possible alternatives
- Look into possible alternative Defibrillator manufacturers
- Find out if the Lifepak 12 expires in July 2021 or February 2022
- Confirm that the government (grant issuer) makes the equipment purchase themselves, as opposed to sending a check to the grant recipient
- Send Director Sanders a roster of the current members and their contact info

Assistant Chief Benzel – NONE

FF Caviness – NONE

Fire Marshal Homyak – NONE

Department Officers – NONE

All Board Members – NONE

Director Snyder

- Forward emails from the organization that would like to link the HFPD's website to Director Sanders
- Contact Lyons Gaddis to ask about a policy for charging fees for annexation costs
- Continue to work on totals for salaries, benefits, etc. – in conjunction with the apparatus/equipment estimates – and send findings and calculations to the Board

Director Brinkman – NONE

Director Martin – NONE

Director Sanders

- Ask the new CPA about the 5.5% limit and how it will affect us, relative to the higher property valuations
- Follow up with the organization that would like to link the HFPD's website, per emails from Director Snyder
- Clean up some of the confusion in Google Mail Groups with the roster of the current members and contact info that Chief Trevithick will send
- Modify the spreadsheet with the various needs inputs, and compare them to likely funding and expense scenarios

Director Butley

- Find out what happens if we notify the county of our intent, but then decide against putting this issue on the ballot

Executive Assistant to the Board

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