

Hygiene Fire Protection District

P.O. Box 83, Hygiene, CO 80533

BOARD OF DIRECTORS REGULAR MEETING

Fire Station, 7523 Hygiene Road

The Regular Meeting scheduled for Wednesday, October 13, 2021 was rescheduled to Saturday, October 16th at 12:30PM

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

Directors Not in Attendance: None

Department Personnel: Chief Cody Trevithick, Assistant Chief Russ Benzel, and Pension Board Chair Paul Bashor

Meeting Attendees: Firefighter Caviness, Mountain View FPD Deputy Chief of Operations Sterling Folden

I. PENSION BOARD AS NEEDED – Pension Board Chair Bashor reported that Mel Stone recently passed away. All the appropriate paperwork has been filed with the pension association.

- a. Mr. Stone’s widow asked if the Department would hold some sort of recognition ceremony after the COVID threat subsides.

II. CALL REGULAR MEETING TO ORDER – Regular meeting called to order at 12:34PM

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

IV. APPROVE MINUTES

- a. Regular Meeting, September 8, 2021 – A MOTION to approve the regular meeting minutes was made by Director Sanders. Director Martin seconded and the motion was approved by unanimous vote.
- b. Special Meeting, August 21, 2021 - A MOTION to approve the 8/21 special meeting minutes was made by Director Brinkman. Director Sanders seconded and the motion was approved by unanimous vote.

- c. Special Meeting, August 29, 2021 - A MOTION to approve the 8/29 special meeting minutes was made by Director Sanders. Director Brinkman seconded and the motion was approved by unanimous vote.
- d. Special Meeting (in Lyons), September 16, 2021 - A MOTION to approve the 9/16 special meeting minutes was made by Director Brinkman. Director Martin seconded and the motion was approved by unanimous vote.
 - i. Director Sanders noted that Lyons had someone taking the minutes at that meeting and asked about getting a copy of those minutes as well. Director Brinkman suggested that they may be on the Lyons FPD website. Director Sanders will look into it.

V. REPORTS

a. Treasurer's Report

- i. The budget-to-actual report was reviewed. We've received slightly over 100% of income that was anticipated in the budget. There is the possibility of further revenue from the sale of the old Type 6 if it is purchased before the end of the year. Because of front-loaded expenses, Rental Property, Supplies, and Training (Fire & Rescue) accounts are over-budget for this point in the year. Administration & Overhead is close to 100% of total budget due to pre-payments for the Firefighter Recognition dinner. We are 75% of the way through the year, but overall expenses are just shy of 60%, so we are underbudget for this point in the year.
 - 1. We received a cost estimate for the election and the quoted price is almost double the original estimate. The explanation revolved around that fact that we are sharing the cost with the city of Boulder, and Boulder doesn't have any issues on the ballot, which may mean that we are forced to shoulder a greater share of the financial burden.
 - Election expenses are captured under Professional Services and the estimate alone would put us over our total budget, irrespective of the cost to do the audit, as well as CPA and attorney fees. Director Brinkman noted that we could do the

election ourselves for around half the of the cost quoted in the estimate.

2. The IT & Communications (Software) account is ~23% over the amount budgeted for the year, largely due to voicemail service that transcribes messages and sends to email. It's a very useful feature but may not be worth the expense. Chief Trevithick noted that we were recently approved by T-Mobile for 50+ SIM cards for any firefighter member, which will give 10 years of free phone service for each card. The phones would need to be provided, but it would allow each person to be listed (on the answering machine and/or the website) with their own phone number. Director Sanders indicated that this communication system seems the better way to go, as we work on preparing the 2022 budget.
 3. The pension payment and matching funds will be processed this month.
- ii. The preliminary Assessed Value for all property in the HFPD is ~8% higher than last year, although it is likely to decrease as homeowners appeal their valuations. Director Sanders modified our property tax income down to 5.5%, as that is the maximum we are allowed to take. Chief Trevithick will use the modified total as a guide as he continues to put together his 2022 budget.
 - iii. We received the results of the 2020 audit report from the CPA and Director Sanders was able to file just a few hours before the September 30th deadline.
 1. Director Brinkman made a MOTION to accept the 2020 audit. Director Martin seconded and the motion was approved by unanimous vote.
 2. Next year Director Sanders plans to push harder to get everything wrapped up earlier so that we have more time to review and submit without waiting until the last minute.
 3. Moving forward, deployment income/expenses will almost certainly push us over the \$750k threshold, so we will need to regularly budget \$4,000+ for an annual audit.

- iv. Director Brinkman made a MOTION to accept the third quarter financial report. Director Martin seconded and the motion was approved by unanimous vote.

b. Secretary's report

i. Dates and Deadlines

1. We need to publish the notice of budget and hearing before the December Regular Board Meeting.
2. The budget must be approved by December 15th.
3. The Open House takes place next Saturday, October 23rd, from 1-3:00PM.
 - We need to post notice of the event on sign out front ,and put out the banner encouraging people to vote in the election. Flyers will be posted at local venues that get a lot of local traffic.
 - Directors cannot advocate for anything as Board Members, but they can do so as members of the HFPD. Director Sanders plans to send an email to everyone in his network, encouraging them to come to the open house, and vote in the election. Director Brinkman will put a notice on his neighborhood's Facebook page. Other Board Members will put out similar messages through their own networks.
 - Director Martin has recruited FFs Dutchman and Martin, and her father-in-law to help with the Open House. She would like to have free food and drinks, music, and fun things for kids to do. People can walk around the Station and look at the trucks, watch the slide show, and meet the firefighters.
 - i. She is planning on putting out light refreshments and is willing to cover some of the cost, but asked if there is a budget for those types of offerings. Director

Brinkman and Chief Trevithick offered to contribute funds from Friends of Hygiene and the FF Association.

- ii. Chief Trevithick suggested reaching out to Dutch Bros. to see if they would come and provide coffee. Director Butley's wife will contribute some homemade cakes/pies.

4. The Christmas Party is scheduled for December 3rd at Shupe's Homestead in Longmont. Cocktails hour begins at 6:30PM.

- c. Friends of Hygiene – No report
- d. Election Official – See Treasurer's Report (VI,a,1 and subtext)
- e. Chief's Report – Postponed until next month
 - i. Run Data
 - ii. Shift Coverage
 - iii. Deployments
 - iv. Grant Update
 - v. Boy Scout Charter
 - vi. Other Issues & Opportunities

VI. OLD BUSINESS

- a. Green house lease – Chief Trevithick sent the lease out to the Board Members for review. It shows the new, higher monthly rent and a couple other small changes, otherwise it's essentially the same as the previous lease.
 - i. Director Brinkman would like the Board to put together a very serious offer to Roberta Sadar, to trade the Post Office lease for the green house. The offer should detail the virtually guaranteed, long-term income potential of the Post Office

lease. It should also emphasize how much she would be helping out the community by selling to the Fire Department.

1. There is also the possibility of making a 1031 exchange, so no taxes would need to be paid because it would be a property exchange instead of a sale.
 2. Chief Trevithick is fairly certain that Roberta is not interested in the Post Office. If she won't sell, maybe we could find another property owner who *is* interested in the Post Office and try to make a three-way trade.
 3. Director Butley suggested that we talk with accountants or attorneys to investigate other avenues of appeal. (i.e., lease purchase; property donation for a tax write-off.)
 - Director Martin will contact the real estate attorney that we used before and ask him for advice.
- ii. Director Sanders would also like to investigate what can be done with the old fire house and have a professional assessor tell us what we can/can't do with it. He proposed including funds in the 2022 budget to have a contractor or real estate expert make a list of options and their estimated costs

b. Hygiene/Lyons Report

- i. Deputy Fire Chief Folden works at Emergency Services Consulting International (ESCI) but developed the Hygiene/Lyons report independent from the company. He has advocated for mergers between other Departments in the past and is a proponent of the benefits. He briefly presented information on various types of partnerships, as well as how Lyons/Hygiene could begin to consider a more integrated relationship. He started his analysis with a financial overview, to determine whether an association is even feasible, relative to their respective economic positions. In general, both Districts have similar levels of income, expenses, assets and debt, so the foundation seems to be there if we want to keep moving forward. He emphasized that joining resources could reduce system and equipment redundancies, and overhead expenses, although it would also

necessarily reduce the number of authority positions. (i.e. there couldn't be two Fire Chiefs) The two Departments could train together, solidify more responses together, share more equipment, and design personnel agreements so that people can work/volunteer at both stations as a means to expand each Department's pool of members. He noted that there aren't really financial savings in combining training programs. Rather, the quality and efficiency of the training improves.

1. DFC Folden reported that Lyons FPD is open to a deeper level of consolidation with the HFPPD. In Lyons' mind, the first step would be more of an authority approach, where the entities remain separate, but share overhead and billing costs, and work to develop common policies and procedures.
 2. Director Snyder informed DFC Folden that the HFPPD Board had slightly different expectations of what the Report would evaluate – less focus solely on financial compatibility, and more on how the two Departments could work jointly to provide transport services.
 - AMR doesn't regularly post an ambulance within the Lyons or Hygiene Districts; the two Departments are initially looking to explore collaborating in order to develop additional or alternative options to using AMR to reduce transport times to the hospital.
- ii. Director Brinkman stated that he was hoping that the Report would shed light on what both Departments can do to extend their respective budgets through jointly designed – and mutually beneficial – activity. He is opposed to any kind of a merger in either the short- or medium-term. His objective in this report was to determine what kind of benefits could be realized for both Departments within the next year or so, by working in a consolidated fashion, but without any actual consolidation. Start slow and build towards what the future might be in 5 or 6 years, and find out whether we even want to work towards an alliance.

- iii. Director Butley wanted more detail on how combining efforts could save each Department money and improve operations. The two Districts are relatively distant from each other; how would response times be affected? What kind of savings are there in consolidating training programs? Who works where, who decides, and how would morale be affected if two close-knit Departments are forced to work with unfamiliar personnel? How could it be structured so that each Department can be confident that each will maintain their own identity? How would equipment be shared, particularly with respect to wildland deployments? How would deployment proceeds be divided? Would combining efforts lead to greater influence with dispatch? What is Lyons' intent with pursuing joint efforts, and how does it align with Hygiene's goals? There isn't any point in spending money on further analysis if our visions for the future aren't complementary.

- iv. Director Snyder acknowledged that all of the Board Members' questions are important and we need to get answers before the idea of combining Departments is touched on in any way. However, the main concern is still figuring out a way to acquire and operate ambulance service in this area.
 1. Director Brinkman questioned how many calls does Boulder County get in which having an ambulance stationed in this area would be the closest one? What is the percentage relative to total calls? Lyons and Hygiene receive approximately the same number of medical calls per year, and the issue that we are looking to address is the prolonged response times that AMR provides to this area.
 - There isn't a lot of income to be made by providing ambulance service but the goal is to provide faster response to the community. The costs to get and staff an ambulance could be split with Lyons.

 - There was suggestion of staffing an ambulance with District people and AMR handling the billing. DFC Folden confirmed that there are various operating/billing models for ambulance service. He will provide the board with information.

2. Boulder County may not support the idea of competing, Fire District-provided ambulance service within the county, because it could undermine the agreement with AMR.
- v. After listening to comments by the Board, DFC Folden indicated that Hygiene and Lyons may not be on the same page regarding their primary objectives. He will talk to Chief Zick to get a better idea of what they are looking for. His impression is that Lyons is looking to move faster towards combining authorities.
1. Each District wants to maintain their own, unique identity and authority, and there was concern that one District might eventually absorb the other. To prevent that possibility, two Boards of Directors could be maintained, with each District holding their own Regular Meetings each month. Each board would then also have an equal number of representatives on a single, combined Board that would be responsible for managing and running the Authority, with direction from each District Board.
- vi. Some of the Hygiene Directors attended Lyons' Board Meeting last month, and Director Sanders reported that their Board President spoke about putting together a small team to talk through the various options and associated logistics of consolidating the two Districts. Two Directors from Lyons were recently selected, and they are hoping that Hygiene will choose two people to participate as well. DFC Folden recommended that the issues and questions discussed today could/should be addressed in a team meeting.
1. Director Brinkman advocated for identifying two Hygiene representatives to start meeting with the Lyons representatives so that discussions could continue. He also proposed streaming the meetings on Zoom, so that Board Members and the public could attend virtually if desired. That way, a small group is guiding it, but everyone has the opportunity to stay informed. Someone should take meeting notes, both for documenting important actions and topics, as well as for those who aren't available to listen over Zoom. Each Board could then discuss the changes and ideas at their respective Regular Meetings.

2. A MOTION to appoint two people to participate in a working group with the Lyons' representatives, to look for efficiencies in operations and cooperation, determine if the two Departments have similar outlooks on future association in order to start plotting the path forward, was made by Director Butley. Director Brinkman seconded and the motion was approved by unanimous vote.

- Director Snyder emphasized that this group does not have any spending or decision-making authority. Any financial or operational changes must be brought to each participant's respective Board for discussion and approval.
- To clarify each District's starting position, Director Sanders would like the team to start by discussing the seven different levels of collaboration that Chief Zick put together a few months ago. From there, a schedule of implementation can be considered, advancing through slow steps.
- Director Brinkman and Director Sanders volunteered to serve as the Hygiene representatives. DFC Folden will have Chief Zick get in touch with Chief Trevithick to exchange contact details for the representatives and set up the first meeting.
- DFC Folden will work on the background detail of training efficiencies and call responses that will parallel the discussion. He also offered to come to the working session meetings if it would be helpful and if he was available.

c. Steak Dinner Friday, September 17th – Discussed in Secretary's Report (VI, b, i, 2)

d. Open House, October 23 – See Secretary's Report (VI,b,3 and subtexts)

e. Christmas Party, December 3rd – See Secretary's Report (VI,b,4)

VII. NEW BUSINESS

- a. 2022 Budget – Will be discussed in a work session
 - i. Set/Advertise Public Hearing

- b. Director Martin asked if the next couple of meetings could be held by Zoom. The Board agreed. It was suggested that, since we are going into winter, meetings continue to take place virtually for a while. Director Sanders will set up a Zoom link for each meeting.
 - i. The audio quality at the fire station is not ideal for Zoom meetings. Director Sanders will look into ways to improve the acoustics so that the audio comes through a little cleaner.

VIII. AGENDA NEXT MONTH

- a. Work Session – Will schedule in the next week to discuss the budget.

- b. Regular Meeting – No discussion

IX. ADJOURNMENT – There was a MOTION to adjourn the meeting, and the meeting concluded at ~2:18 PM.

Motion/Resolution Summary:

- MOTION to approve the regular meeting minutes
- MOTION to approve the 8/21 special meeting minutes
- MOTION to approve the 8/29 special meeting minutes
- MOTION to approve the 9/16 special meeting minutes
- MOTION to accept the 2020 audit report
- MOTION to accept the third quarter financial report
- MOTION to appoint two people to participate in a working group with the Lyons' representatives, to look for efficiencies in operations and cooperation, determine if the

two Departments have similar outlooks on future association in order to start plotting the path forward

- MOTION to adjourn the meeting

ACTION ITEMS:

Chief Trevithick – NONE

Assistant Chief Benzel – NONE

Pension Board Chair Bashor – NONE

Department Officers – NONE

All Board Members – NONE

Director Snyder – NONE

Director Brinkman – NONE

Director Martin

- Contact the real estate attorney for advice on options to acquire the green house

Director Sanders

- Set up a Zoom link for subsequent meetings
- Look into ways to improve the acoustics at the FD so that Zoom audio comes through a little cleaner

Director Butley – NONE

Executive Assistant to the Board

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