

Hygiene Fire Protection District
P.O. Box 83, Hygiene, CO 80533
Board of Directors Regular Meeting
Wednesday, April 8, 2020
7:00 p.m.

In Compliance with the State Stay-at-Home Order, this meeting was conducted virtually through Zoom teleconferencing software. Brian Sanders was the meeting Host.

Directors in Attendance: Scott Snyder, Judy Koslov, Don Cole, Steve Brinkman, and Molly Baldrige

Directors Not in Attendance: NONE

Department Personnel: Chief Cody Trevithick, Assistant Chief Benzel, Training Captain Barnaby, Pension Board Chair Paul Bashor, Fire Marshal Homyak, and E/A to the Board Jennifer Cook

Meeting Attendees: Department IT Volunteer Brian Sanders, District Residents Steph Sharma and Devon Martin

- I. PENSION BOARD AS NEEDED – None
- II. CALL REGULAR MEETING TO ORDER – Regular meeting called to order at 7:03 PM
- III. AUDIENCE COMMENTS FOR ITEMS NOT ON THE AGENDA – None
Questions/comments will be solicited via the Zoom teleconference tool.
- IV. APPROVE MINUTES
 - a. Regular Meeting, March 11, 2020 – A MOTION to approve the regular meeting minutes, with an addition recognizing Walt Pounds as the provider of all the eggs for the pancake supper, was made by Director Baldrige. Director Cole seconded and the motion was approved by unanimous vote.
- V. REPORTS
 - a. Treasurer's Report
 - i. March Financials – The balance sheet and budget-to-actual reports were reviewed. Accounts above 25% ($\frac{1}{4}^{\text{th}}$ of a year) were noted. Professional Services is high because of Audit expenses, which must be completed early in the year. Utilities are high, although that is to be expected during the colder months. The Admin/Overhead account is high due to reimbursable bank fees

and ADP expenses that were not part of the original 2020 budget. ADP offers an employee handbook that may be useful in streamlining the signup and processing of shift employees, but there is an additional fee. Assistant Chief Benzel is looking into the value relative to the cost. The Building expenses account is high because of new locks for the old station. We've paid for the locks but still waiting for installation. The newsletter mailing is still pushing up the Community Outreach account.

1. We recently completed a Worker's Compensation insurance audit and the adjustment added an extra \$6,300, which more than doubles the budgeted amount of \$4,400. Until this year, the premium was based on ~\$28,000 administrative payroll. Now that we have added the shift staffing program, payroll has jumped significantly, which correspondingly raised the price of our insurance. Director Baldrige will work with Director Cole to see if ADP can offer better rates for Worker's Comp insurance.
 2. Director Baldrige added a new account called Reimbursable Expenses – COVID 19 to capture costs related to the extra supplies (decontamination tent, additional cleaning/disinfecting supplies, extra PPE, etc.) needed to fight the coronavirus. The Governor approved additional funds for this purpose and EMS Director Brown and EMS Lieutenant Sugg are working with Chief Trevithick to apply to have these expenses reimbursed.
- ii. Audit Status – Director Baldrige has a few questions for the accountants on how they arrived at some of their final numbers. Once we receive those answers, the audit is ready to be submitted to the Department of Local Affairs. Director Baldrige will send the final version to Brian Sanders to post on the website.
- iii. Banking Consolidation Status – Consolidating down to two accounts with Bank of the West is nearly complete. We are in the final steps of getting checks, transferring payroll, and transitioning all auto-pay expenses onto the new account. Once these processes are complete, the final step will be to close the remaining two superfluous accounts. Director Baldrige anticipates this happening sometime next week.
- iv. Investment Status – The paperwork has been sent into CSafe. We are still planning to go ahead with investing because all of the instruments are extremely safe. Even with the recent market volatility due to the global pandemic, public fund investments are legally required to be exceptionally low risk, so the chances of loss are extremely unlikely.

b. Secretary's report

i. Upcoming deadlines – Audit must be submitted to the state by July 31st.

1. Election Update – Director Koslov asked for Board input on whether to swear in all possible new member at the same time (Brian Sanders and Scott Snyder were elected; Steph Sharma and Devon Martin are potential appointees) or if it should only be the elected members. Director Snyder proposed that the elected members be sworn in at the May meeting, then the new 2020 Board can vote on the two possible appointees. This suggestion received general approval from the rest of the Board.

ii. Board Candidates for vacant positions – The two meeting attendees interested in the vacant board positions are Steph Sharma and Devon Martin. Steph sent her resume to the Board prior to the meeting and Devon will email hers shortly. Each candidate discussed their respective backgrounds and reasons for their interest in joining the HFPD Board. Steph moved here recently from Seattle and has a lot of experience on various Board, including serving as Secretary and/or Treasurer. Devon is married to a volunteer member of the HFPD so is very familiar with the operational side. She has not served on a Board in the past, but she has experience with fundraising and bookkeeping. She has lived in Hygiene for 5 years and works in real estate.

iii. Run Data – Director Koslov reviewed the data she assembled for calls between March 1-April 1 with the Board.

1. Primary Action vs. Complaint Type: There were 23 incidents in March; the majority (9) of them were BLS calls, 6 were for traffic accidents and 3 psychiatric problems.
2. Date, Hour, Zone, and # of Apparatus: The highest number of calls per day was three, and occurred on two occasions. The most frequent time for an incident was 5pm. the number of apparatus that showed up most frequently on a call was 4, and occurred on 8 separate occasions. There was no apparent zone frequency.
3. Mutual Aid/Auto Aid: AMR responded to 16 of the 23 incidents. Boulder County Sheriff responded to 11.
4. Personnel: The number of responders on calls ranged from 4 to 14. At least two shift workers were on each call and the most frequent number of shift workers on a call was four, occurring nine times. There were zero volunteers on three incidents and the highest number of volunteers showing up to a call was nine. The most frequent number of volunteers on a call was five, occurring five times.

c. Chief's Report

i. FD Response to Pandemic

1. On calls: The Department is now requiring all members to take their temperature before starting their shifts. 12-hour shifts take it once, at the start of their shift; 24-hour shifts will take it at the start and then again at the 12-mark. Anyone with a temperature of 99.4 will have to leave the station immediately. According to COVID-19 guidelines, the cutoff is 100.4, but we have elected to reduce the acceptable temperature because we are still in an active cold and flu season, and this further minimizes the risk to our community. Personnel are not allowed to sign off on their own temperature readings, it must be documented by another member. If there is a call, and the patient is suspected of having COVID-19, anyone who was in direct contact with the patient must show our EMS Director the PPE that they wore to protect the Station and the other HFPD members. If there is any uncertainty on the status of the patient, responders should wear masks and only one person goes in. If COVID is suspected, the responder will get gowned up and provide the patient with a mask before taking additional steps.
 2. General Procedures: Shift members are regularly cleaning and sanitizing the Station. Neither members of the public nor unnecessary personnel is allowed in the building. When entry is necessary for personnel, only one person goes in at a time. The medical team is putting together a video that demonstrates correct decontamination procedures, which will soon be made available to the Department.
 - To streamline and consolidate PPE orders, we have to go through the Emergency Operations Center (EOC) at the Boulder Office of Emergency Management. We have a designated contact within the EOC but all COVID-related items must be requested by official form to avoid interagency bidding wars and to minimize distribution confusion.
 - One of our volunteers was able to secure a donation of 100 Tyvek suits to the HFPD and Steph Sharma facilitated a donation of N95 masks.
- ii. Fuel Tanks – The bollards have been installed; the next step is to pour concrete. Chief Trevithick would like to order extra concrete and use it on the east side of the station where it's always muddy. We have to pay the trucking fee regardless so it is more cost effective to order for other projects at the same time. Once the concrete has cured and the tanks installed, the final

steps will be wiring, putting up a protective shield and or/locks, and possibly painting it. The bid price to wire the tanks is \$11,000. This seems very high so Chief Trevithick is going to seek more bids. The husband of the woman who fills the fuel tanks is an electrician, so he is going to contact him to see what he would charge.

1. The pad on which the tanks will go was expanded so that, if we decide to add a second tank, no additional modifications will be necessary.

iii. Training Ground – No one else has shown real interest in offering property and Roberta Sadar is still willing to allow the HFPD to use part of hers for training grounds. We will need to get some kind of lease or agreement in writing that also spells out what we can and cannot do. Chief Trevithick will write something up and send it out to the Board for review.

1. Training Captain Barnaby noted that this is a short-term goal for training grounds. He is looking into alternatives for the long term and would like the Board to keep that objective in mind from a financial perspective. We have to explore all options in order learn which ones should be ruled out before we can move onto the next steps, so it's necessarily a work in progress. The timeline will depend on the allocation of funds but we need to be thinking of how to develop an in-District training facility and it is up to the Board to reserve funds for that purpose.

iv. Shift Coverage – Great numbers in March. There were typically 3-4 staff per shift and zero days without any coverage. April shaping up the same way.

v. Other Issues & Opportunities – NONE

VI. OLD BUSINESS

- a. Current Service Status – We had a study done ~4 years ago with the service numbers and Director Snyder would like to have it updated with current data. Chief Trevithick has the study and will see about delegating some of this task to the shift staffers.
- b. Fleet Use Policy, Molly – FF Homyak noted that West Metro regularly uses command vehicles to take their kids to school. He will get a copy of their policy on vehicle use for reference as we build our own SOP. He will also get detail on how their insurance covers such use. The Board will decide how to move forward with our policy development and insurance coverage once we get this information.

- c. Partnership Opportunities – The meeting between Chief Trevithick and the Chiefs from Mountain View and Lyons was cancelled due to COVID restrictions.

VII. NEW BUSINESS

- a. Repeat Customers – While doing last month’s incident analysis, Director Koslov noticed that we have a lot of calls to the same location, for the same complaint, and was curious how the Department attempts to manage this. Assistant Chief Benzel explained that the members do their best to inform the involved party of services they can access and resources that are available. We are legally required to alert a particular authority for certain types of calls. The Department is supportive as much as possible and keeps an eye on the various repeat calls but, beyond that, there isn’t much that we can do if the person isn’t willing to take steps on their own from there. It would be nearly impossible to develop an SOP for “repeat customers” because each interaction varies by call, under continually evolving circumstances. Chief Trevithick is also reluctant to put personal interaction and intuition secondary to static protocol.
- b. Disaster Emergency Declaration – The Department has the option to declare a disaster emergency for the District, which could allow us tap into funds to cover disaster-related expenses. The Boulder County Sheriff has already declared an emergency but each Department has to individually declare for their respective territories. The Chief can sign a 7-day declaration, but the Board needs to authorize and sign if we need to extend it further.
 - i. The Board authorized Chief Trevithick to sign the 7-day declaration. If it looks like the term will need to be extended, he will notify the Board before the end of the 7-day period. If necessary, the Board can sign documentation extending the declaration.

VIII. AGENDA NEXT MONTH

- a. Work Session? - No discussion
 - b. Regular Meeting – No discussion
- IX. EXECUTIVE SESSION – A MOTION to adjourn the meeting and go into executive session to review the Board Appointee applicants was made by Director Brinkman at 9:23 PM. Director Baldrige seconded.
- X. ADJOURNMENT – The meeting was adjourned at the close of the executive session.

Motion/Resolution Summary:

- MOTION to approve the regular meeting minutes, with an addition recognizing Walt Pounds as the provider of all the eggs for the pancake supper
- MOTION to adjourn the meeting and go into executive session to review the Board Appointee applicants

ACTION ITEMS:

Chief Trevithick

- Delegate the task of updating service data to shift staffers
- Write up an agreement for use of Sadar property for training grounds and send it out to the Board for review

FF Homyak

- Get the vehicle use policy and insurance details from West Metro

Assistant Chief Benzel - NONE

All Board Members - NONE

Director Snyder - NONE

Director Baldrige

- Work with Director Cole to see if ADP can offer better rates for Worker's Comp insurance
- Send the final version of the audit to Brian Sanders to post on the website.

Director Koslov - NONE

Director Brinkman - NONE

Director Cole - NONE

Executive Assistant to the Board

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