

Hygiene Fire Protection District
P.O. Box 83, Hygiene, CO 80533
Board of Directors Regular Meeting Agenda
Wednesday, March 14, 2018
7:00 p.m.

Directors in Attendance: Molly Baldrige, Dave Beeman, Judy Koslov, and Steve Brinkman.

Directors Absent: Scott Snyder was excused. (In his absence, Director Brinkman chaired the meeting.)

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

Meeting Attendees: Firefighter Homyak

- I. PENSION BOARD AS NEEDED
 - a. Payout options (Bashor) – Pension Board meeting was called to order at 7:04 PM.
 - i. Pension Board Chair Paul Bashor talked with the FPPA to get an idea of whether the volunteer pension fund is over- or under-funded. Depending on the results from actuarial analysis, if pension Board payouts are more than \$300/month, the state may not match at the current contribution levels, or total matching funds could be capped. Additional actuarial studies will be necessary to get hard numbers and answers but the general sense from the FPPA is that current funding levels allow for a decent cushion and that we are in line with our current needs. The FPPA recommended against suspending funding for a few years because it can be difficult to get state matching back from DOLA. The next scheduled actuarial study is in early 2019. Finalizing and approving the shift staffing program will determine how many FFs are interested in pensions and, by extension, influence funding levels.
- II. CALL REGULAR MEETING TO ORDER – Regular meeting called to order at 7:19 PM
- III. AUDIENCE COMMENTS – None
- IV. APPROVE THE FEBRUARY MEETING MINUTES – MOTION to accept the February minutes made by Director Baldrige, Director Koslov seconded. Approved by unanimous vote.
- V. REPORTS
 - a. Treasurer’s report
 - i. February Financials – Review and discussion of the documents provided by Director Baldrige ahead of time. Nothing unusual or of concern.
 - ii. Review and sign Application for Exemption from Audit – We received our Exemption from Audit application from the accountants. Attending Board members signed it and Director Baldrige will submit to the state well in advance of the March 31st deadline.
 - b. Secretary’s report

i. Election Matters

1. Candidate Self-Nomination forms have been filed with both the state and county. We held a lottery drawing to determine the order of the names on the ballot and the ballot has been certified. Director Koslov found three locals who are willing to serve as election judges, as well a Board canvasser. Chief Trevithick agreed to let the fire station serve as the polling place on May 8th.
2. Election notices and polling place signs must be posted prior to the election and Jen will provide these forms to Chief Trevithick with directions on timing and locations.
3. The Board discussed additional means of alerting the District to the upcoming election. Director Beeman will contact the Hygiene Community Association to send out an email notification of the election. Directors Beeman and Brinkman will send their biographies and candidate statements on why they want to be members of the Board to FF Cunningham to post on the website and the District's Facebook page. Director Koslov will contact Don Cole to do the same. The Association has pictures of each candidate on file and will include them with the postings. Chief Trevithick will also look into getting an election announcement banner to hang on the front of the building.
4. Don Cole is currently a Lieutenant of the fire department and there may be a conflict of interest if he is elected to the Board. As a member of the Association, Chief Trevithick is Don's boss, but Don would be Chief Trevithick's boss if he were to become a Board member. There may be financial conflicts of interest as well because he can spend Association money while also being in the position to authorize any expenses. If Don is elected, he may have to register the conflict of interest with the Secretary of State and, at every Board meeting, we may have to post a notice stating the same. A member of the Board will need to talk to Don and figure out where he stands with regard to both positions; whether or not he is willing to resign as Lieutenant will determine the next steps. No member of the board assigned to do this.

- ii. Reschedule April meeting (April 18?) – Director Koslov will not be able to attend the April meeting at all and Director Baldrige is not available for the meeting scheduled on April 11th. The Board agreed to shift the meeting back a week to April 18th. Director Koslov will alert Director Snyder of the change.

iii. Upcoming deadlines

1. In order to prepare the strategic plan the Board needs to adopt goals for the year.
2. Ongoing election deadlines

iv. Archive & Retention Project

1. At the last meeting Director Baldrige agreed to work with Chief Trevithick to archive Association agreements and records but has since requested that Director Koslov work with Jen to handle this project.
 - Jen will set up box.com access for FF Nabarrete and create Auto Aid and Mutual Aid folders for her to use. Once this is done, Jen will email

Chief Trevithick and FF Nabarrete on how to access box.com and how to upload and file items. FF Nabarrete will scan all the pertinent documents and upload them to box.com into the appropriate file folders.

- Because borders and Districts have changed since the agreements were signed we might not have the most current auto aid and mutual aid agreements in house. Chief Trevithick will make sure that all of the most up-to-date and complete agreements are available to be archived.

c. Chief's Report

i. FD Performance Report

1. There were 18 calls in February and 2/3 were for rescue and emergency medical services.
2. FF Homyak made improvements to the tracking system, which will allow the performance report to be more detailed. Each call can now be broken out into subcategories, which will provide more information as it relates to times and responders.
3. At the next Association meeting Chief Trevithick will make it clear that responders need to distinguish between ALS and BLS in their reports. FF Homyak will then break medical response times out into ALS and BLS for the performance reports.
4. There are a lot of accidents on the corner of 75th St and Ute Highway. The Board briefly discussed possible solutions for alerting people of the upcoming stoplight as a way to warn them to slow down and reduce the number of accidents.
5. AMR response times overall continued to improve in February. None of the times exceeded 29 minutes.
6. The county has an agreement with AMR that specifically states what their acceptable response times are for the various territories they cover. Chief Trevithick will email the county to get a copy of the agreement to see how frequently AMR response times to the District meet those laid out in the agreement.
 - If AMR is not meeting their response time goal, we may have leverage with the county to subsidize or provide an ambulance to the District.
 - If AMR is meeting their response time requirement, we will need to determine whether the county-agreed-upon acceptable response times are sufficient to meet the needs of the HFPD. If not, we may need to look more aggressively into a way for the District to get an ambulance of its own.
7. Chief Trevithick is going to see about getting approval from Medical Director Garcia to carry Narcan on all medical calls.

ii. Issues & Opportunities

1. Progress is being made to switch the name on the checks to Hygiene Fire Association.

2. The house adjacent to the station is up for rent and the District has the opportunity to lease it for a good price as extra living quarters storage, parking, and a place for get-togethers. Having access to a convenient and inexpensive space means that we could use this space as a temporary station during the station renovation or potentially put off the renovations to the building until we are ready to make a complete overhaul. The Board expressed interest in renting the house but, since it isn't vacant for at least another month, the decision was postponed until the next meeting.
 - There was some debate as to whether we would need to get building permits since we are a special district. Director Brinkman will contact the attorneys to find out the answer.
3. Chief Trevithick is in the process of interviewing 12+ applicants to fill four spots. Before any applicants are turned down because of membership caps, the Association is going to vote on whether to raise the maximum number from 35 to 40.
 - The budget for this year did not account for additional recruits so Chief Trevithick made it clear that the Association should be able to manage until next year with the equipment and supplies that are on hand.

VI. OLD BUSINESS

a. Shift Staffing Program

- i. Adoption of the new SOP for shift program – All Board members have received and reviewed their copy of the final Shift Staffing SOP. Chief Trevithick would like to make a minor change to the last page to make it clear that it is part of the Shift Staffing SOP. A MOTION was made by Director Koslov to adopt the shift SOP with the addition of the modifications to the final page as previously stated by Chief Trevithick. Director Baldrige seconded and the motion was approved by unanimous vote.
 1. Each employee is paid using taxpayer funds so it is important that no one is being idle when they are on shift duty. Chief Trevithick will develop a list of tasks to be completed when employees are on shift. The following shift will be responsible for checking that the previous tasks were completed and report any unfinished work to Chief Trevithick.
 2. As stated in the SOP, the Board reserves the right to change or rescind the Shift Staffing program if it is being abused or if it goes over budget.
- ii. Selection Reserve (PT paid)/Volunteer – Each participant in the program will need to designate him/herself as either a part-time paid employee or a volunteer and sign a form to that effect. They will not be able to change their designation until the following year. Once all the members have made their selection, Chief Trevithick will inform Director Beeman of the count so that he can complete our Worker's Compensation application.
- iii. Pension – No discussion
- iv. Workers Comp – See ii

- b. Roof – Director Snyder was not in attendance to give an update but Chief Trevithick reported that the roofing consultant came and took core samples of the roof shortly after the last meeting.
- c. Station redesign – The drawings and statement of work went out last Friday and the job walk-through with the contractors will take place this Friday. The contractors will then have a week to submit questions to Director Brinkman and all bids must be presented by April 16th.
- d. By-Laws/SOP Committee – Discussion was postponed until the May meeting.
- e. Jacket cost (Bashor) – Chief Trevithick and Pension Board Chair Paul Bashor finally found high-visibility jackets that are both good quality and the right price. ‘Hygiene Fire Department’ will be silkscreened on both the front and back. Chief Trevithick is going to have shift employees sew on Velcro patches for attaching the FFs names on the back.

VII. NEW BUSINESS

- a. Strategic Plan – Director Brinkman received a few Board member comments but the plan is still in the development stage. Director Baldrige proposed that the Board have a working meeting devoted specifically to developing the goals for the strategic plan. This is scheduled for May 5th at 9 am at Director Baldrige’s house.
- b. Update Goals for 2018 – Board members will each come to the April Board meeting with goals to put on a finalized list, which will be explored and finalized at the working meeting on May 5th. Director Koslov will inform Director Snyder of the working meeting.
 - 1. Some of the initial goals proposed at the Board meeting include:
 - Long-term facilities plan (renovate/rebuild/keep building and rent adjacent house),
 - Ambulance service offered by the HFPD,
 - Equipment-replacement plan,
 - Identify missions and values of the Board to allow continuity over time and changing Board members.
- c. Worker’s comp payments are made in nine installments throughout the year. Director Beeman authorized Chief Trevithick to make the payments for this year’s policy since the expense has already been approved and it eliminates additional steps. Director Beeman will alert bookkeeper Vicki Tiedeman of the new payment process.
 - i. Director Beeman requested that Chief Trevithick send him all information and reports whenever there is a worker’s comp claim.
- d. Wildland deployments – The District has the option to participate in a national program to facilitate rapid response to large incidents throughout the country. The Association has wanted to do it for years because it is good training for the FFs and lucrative for the District but there haven’t been enough personnel to spare in the past. Now there are enough members and equipment to allow three people and one engine to go on wildland deployments while still having adequate resources to serve the District to our desired standards. Participating in this program could lead to significant revenue, which could be used to replace engines, improving and expanding the services offered to District taxpayers. The District would have to pay upfront costs but the federal government would

reimburse all expenses. Chief Trevithick will get more information to the next Board meeting, including data on initial outlay, anticipated expenses, and compensation structure.

VIII. GOALS

- a. Board Bylaws and SOPs: Molly – Postponed until the May meeting
- b. Establish Level of Service for HFPD Medical Response: Scott – May be a part of the discussion at the strategic plan meeting
- 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 – In progress
- e. Strategic Plan: Steve – The Board plans to have a working meeting on May 5th to discuss the goals and strategies used to develop the strategic plan
- f. Review Statement of Purpose - DONE
- g. Verify all employees have proper tax withholding: Molly; Insurance; Dave; Job Descriptions: Chief – Not discussed

IX. ADJOURNMENT – A MOTION to adjourn the meeting was made by Director Koslov at 9:01 PM. Director Baldrige seconded and the motion was approved by unanimous vote.

Motion/Resolution Summary:

- MOTION to accept the February minutes
- MOTION to adopt the Shift Staffing SOP, with the addition of the modifications to the final page as stated by Chief Trevithick
- MOTION to adjourn the meeting

ACTION ITEMS:

Chief Trevithick

- Look into getting an election announcement banner to hang on the front of the building
- Make sure that all of the most up-to-date and complete agreements are available to be archived by FF Nabarrete
- Emphasize the need to distinguish between ALS and BLS in their reports at the next Association meeting
- Contact the county to get a copy of their agreement with AMR
- See how frequently AMR response times to the District meet those laid out in the county agreement
- Get approval from Medical Director Garcia to carry Narcan on all medical calls
- Develop a list of tasks to be completed when employees are on shift
- Inform Director Beeman of the number of employees vs volunteers for our worker's comp application
- Send Director Beeman all information and reports whenever there is a worker's comp claim

- Get more information on wildland deployments for the next Board meeting, including data on initial outlay, anticipated expenses, and compensation structure

Firefighter Homyak

- Break medical response times out into ALS and BLS for the performance reports

Board Members

- Contact Don Cole to alert him to the fact that there may be a conflict of interest if he were to become a Board member. Determine his level of interest in both position and find if he would be willing to resign as Lieutenant if he were to become a Board member
- Make a list of goals for 2018 and bring them to the April meeting

Director Koslov

- Contact Don Cole with request that he send his biography and candidate statement on reason for interest in being a member of the HFPD Board to FF Cunningham
- Alert Director Snyder that the next Board meeting will be held on April 18th
- Inform Director Snyder of the working meeting on May 5th to discuss the goals for the strategic plan

Director Brinkman

- Send biography and candidate statement on reason for interest in being a member of the HFPD Board to FF Cunningham
- Contact attorney to find out whether we need to get building permits because we are a special district.

Director Beeman

- Send biography and candidate statement on reason for interest in being a member of the HFPD Board to FF Cunningham
- Contact the Hygiene Community Association to send out an email notification of the election
- Notify bookkeeper Vicki Tiedeman that Chief Trevithick will be making the workers comp payments for the year

Executive Assistant to the Board

- Send the February minutes sent to FF Cunningham to post on the Hygiene FD website.
- Provide election notices and polling place signs to Chief Trevithick with directions on timing and locations
- Set up box.com access for FF Nabarrete and create Auto Aid and Mutual Aid folders for her to use.
- Email Chief Trevithick and FF Nabarrete on how to access box.com and how to upload and file items