

**Hygiene Fire Protection District**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**Fire Station, 7523 Hygiene Road**  
**Wednesday, March 2, 2022 at 7:00 p.m.**  
***Date changed from Regular Board Meeting Schedule***

*This meeting was conducted both in person and virtually, via Zoom teleconferencing software. Brian Sanders was the meeting Host.*

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

**Directors Not in Attendance:** Andie Adams

**Department Personnel:** Chief Cody Trevithick, Wildland Coordinator Tyler Wurzer, Training Captain Ryan Caviness, and E/A to the Board Jennifer Cook

**Meeting Attendees:**

I. PENSION BOARD AS NEEDED - NONE

II. CALL REGULAR MEETING TO ORDER – Regular meeting called to order at 7:03PM

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

IV. APPROVE MINUTES

- a. Regular Meeting February 9<sup>th</sup>, 2022 – A MOTION to approve the February meeting minutes was made by Director Brinkman. Director Sanders seconded and the motion was approved by unanimous vote.
  - i. Director Sanders noted that the length of the meeting minutes has grown, and requested that they be shorter.
  - ii. Director Snyder will ask our attorney to clarify what information is required to be recorded in the minutes.
- b. Regular Meeting November 10<sup>th</sup>, 2021 – A MOTION to approve the November 2021 meeting minutes was made by Director Brinkman. Director Sanders seconded and the motion was approved by unanimous vote.
- c. Special Meeting January 20, 2022 – No discussion
- d. Special Meeting January 24, 2022 – No discussion

## V. REPORTS

### a. Treasurer's Report

- i. It is too early in the month to have completed the financials for February.
- ii. A MOTION to approve the 2021 year-end financial numbers was made by Director Brinkman. Director Snyder seconded and the motion was approved by unanimous vote.

### b. Secretary's report

- i. Post Office Deed – No update.

### c. Friends of Hygiene

- i. The annual reports have been filed.
- ii. We received a \$500 donation last month from the family of a founding member.

### d. Hygiene/Lyons Report – No update. The two Departments are continuing to train together.

### e. Chief's Report

- i. Call Activity of Note – There were 7 calls in February. It's too soon in the month to get full data, so only the calls with completed entries could be included in the Run Data. AMR response times are good, but still long relative to our close proximity to the hospital. Hygiene response times are great.
- ii. Shift Coverage – Good coverage overall, but multiple Shift Lieutenant spots open because a number of these members unavailable. Firefighters filled a lot of these spots at their regular rate.
- iii. Grant Update – No news, but Motorola sent a quote, so we know how much we will need to pay of the grant doesn't come through.

1. Wildland Coordinator Wurzer will be handling all grants, and research opportunities. He will come to the Board Meetings whenever possible to give grant status updates.

iv. Other Issues & Opportunities

1. Wildland Coordinator Wurzer promised a SOP-/SOG-type report for the Board for his new position, clarity on his pay, and corresponding obligations. He also offered to regularly provide the Board with a list of tasks that he's working on, and where he's at with each of them.
2. The time report for a deployed member was mistakenly billed at a lower pay scale. Insurance covered about 40% of the loss, but we are out the remainder. Chief Trevithick suggested that we not dock his pay since it was our error, and the Board agreed it was best to let the issue go.
3. The winch on the plow blade quit working, so we're getting a new blade for the UTV. Chief Trevithick will try to sell the old one.

## VI. OLD BUSINESS

- a. Green House Lease – Once Director Snyder signs, Chief Trevithick will handle getting the landlord's signature.
- b. DEO/Elections – Director Martin is elected for a 3-year term. Director Adams missed the Self-Nomination deadline but will be appointed to serve until the next election. We had fewer candidates than seats, so we can cancel the election in May.
  - i. A MOTION to approve Resolution 2022-02 (Resolution to Appoint DEO and cancel election) as written was made by Director Sanders. Director Martin seconded and the motion was approved by unanimous vote.
  - ii. We need to find someone to fill Director Brinkman's seat and take over his spot at the May meeting.

## VII. NEW BUSINESS

- a. Discuss Contracting for DEO Services – Director Snyder proposed hiring Special District Solutions to manage any further postings and paperwork for the election.
  - i. Director Snyder made a MOTION to hire Special District Solutions for this election. Director Sanders seconded and the motion was approved by unanimous vote.
- b. Discuss Bringing on a Special District Management Service – Director Snyder is concerned about the possibility of missing ongoing District requirements and filing obligations. We will see how well outsourcing the election work goes and decide from there.

#### VIII. AGENDA NEXT MONTH

- a. Work Session – None needed
- b. Regular Meeting – No discussion

IX. ADJOURNMENT – A MOTION to adjourn the meeting was made by Director Brinkman. Director Martin seconded and the meeting concluded at 8:45 PM.

#### Future Work Items

1. BOD101 & Review Pay/FLSA Program with Attorney: May 11
2. Board Elections: May 3
3. Meet with Mountain View FPD
4. Continue to Meet with Lyons FPD
5. Plan for Land Acquisitions
6. Elect Officers in May: May 11

#### **Motion/Resolution Summary:**

- MOTION to approve the February 9<sup>th</sup> meeting minutes
- MOTION to approve the November 10, 2021 meeting minutes

- MOTION to approve Resolution 2022-02
- MOTION to hire Special District Solutions for this election
- MOTION to adjourn the meeting

**ACTION ITEMS:**

**Chief Trevithick**

- Bring signed lease to green house landlord for second signature

**Assistant Chief Benzel – NONE**

**Pension Board Chair Bashor - NONE**

**Department Officers – NONE**

**All Board Members**

- Look for new Board Members

**Director Snyder**

- Ask our attorney to clarify what information is required to be recorded in the minutes
- Sign green house lease

**Director Brinkman – NONE**

**Director Martin – NONE**

**Director Sanders – NONE**

**Executive Assistant to the Board**

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