

**Hygiene Fire Protection District  
P.O. Box 83, Hygiene, CO 80533**  
**Board of Directors Regular Meeting Agenda**  
**Wednesday, August 7, 2019**  
**7:00 p.m.**

**Directors in Attendance:** Scott Snyder, Molly Baldrige, Judy Koslov, Don Cole and Steve Brinkman  
**Directors Not in Attendance:**

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

**Meeting Attendees:** Firefighters Fillmer, Insurance Representative Ron Tribbett, Hygiene Association President Christian Toohey, and District resident Bill Nelson

- I. PENSION BOARD AS NEEDED – Pension Board Chair Bashor was not in attendance but there was some discussion on the pension payout study. The actuaries concluded their analysis and the results were distributed to the Board members prior to the meeting. The report presents alternative pension payout options – at levels both higher and lower than that currently being paid – and the corresponding impact on the fund as a whole. The pension fund is currently 200% over-funded so Pension Board Chair Bashor will talk to the FPPA to find out how over-funded pension funds usually are and make a report at the September meeting.
- II. CALL REGULAR MEETING TO ORDER – Regular meeting called to order at 7:07 PM
- III. AUDIENCE COMMENTS FOR ITEMS NOT ON THE AGENDA – None
- IV. APPROVE MINUTES
  - a. Regular Meeting July 10, 2019 – A MOTION to approve the regular Board meeting minutes was made by Director Baldrige. Director Koslov seconded and the motion was approved by unanimous vote.
- V. REPORTS
  - a. Treasurer's report
    - i. June – The P/L, balance sheet, and budget-to-actual financials were reviewed. There was a ~\$1,000 difference between the June financials presented last month to this month. The discrepancy was the result of a timing issue; some invoices were booked late into accounts payable and Post Office rental income was mistakenly booked in June but not received till July. All discrepancies have

been identified and corrected. A MOTION to approve the June financials was made by Director Brinkman. Director Cole seconded and the motion was approved by unanimous vote.

1. The July financials were reviewed. Nothing unusual or of concern.
  2. We've used 46% of the funds allocated for the shift staffing program. Assistant Chief Benzel reported that the program has been very successful; coverage in July was 97% and he will continue to work towards 100% coverage for each month.
  3. The Colorado Department of the State Auditor approved our 2018 Application for Exemption From Audit.
- ii. Charge Card Changes - Another company recently acquired our bank and the transition disrupted a lot of the procedures that we had in place with our checking accounts. We've since moved our accounts to a different bank but the new bank will not issue debit cards because we are using public funds. As a result, we will need to apply for credit cards and be diligent about paying off the balances in full each month. The cards will be allotted to four designated officers and each card will have a \$5K limit. Director Baldrige read a written resolution to the Board members, outlining the circumstances, reasons, requirements and limits of using credit cards for operating purposes. A MOTION was made by Director Brinkman to approve the resolution. Director Cole seconded and the motion was approved by unanimous vote. Directors Snyder and Koslov signed the resolution and Director Baldrige will send it along with the application for credit cards.
  - iii. Tribbett – Ron Tribbett from First Fire Services reviewed our liability coverage and premiums for the new annual period and discussed changes related to recent equipment acquisitions. He also gave an overview of the training safety courses available and the corresponding insurance benefits.
- b. Secretary's report
    - i. Upcoming deadlines
      1. Director Baldrige needs to present the first draft of the 2020 budget at the October board meeting.
        - The public meeting in November is when the Treasurer usually presents the 2020 budget for public comment. Director Baldrige is not available for the November meeting so it was decided that the budget would be simultaneously presented for public comment and approved by the Board at the December meeting.
      2. Elections – Three Board members' terms are up next year and we need to keep looking for alternatives to fill those positions. Directors Snyder and Koslov have the option to run for another term but Director

Baldrige is term limited and will need to be replaced. There are at least three residents who have expressed interest in running, including Bill Nelson, who attended the meeting for the specific purpose of getting more information on how and when he can self-nominate.

3. Archive Migration – Director Koslov is concerned about files being corrupted by the migration from Box.com to Google Drive. The Board members generally agreed that either online storage platform is acceptable but that it made the most sense to have all processes under the same umbrella. Most of the Department already uses Google Drive to maintain and share files so the archives should be housed in the same location. A MOTION to move the online archives from Box.com to Google Drive was made by Director Baldrige. Director Brinkman seconded and the motion was approved by unanimous vote. Executive Assistant Jen will review the existing archives and relocate any misfiled items by the end of the month and alert Director Baldrige when the final “clean” version is ready. Director Baldrige will make a complete backup of the archives and then upload all files to Google Drive.

c. Chief's Report

- i. Ambulance Service – The Mountain View District went through the process of getting their own ambulance they may be able to answer some of our questions. Chief Trevithick will contact Director Snyder to figure out a time to meet with Mt. View and decide on next steps.
- ii. 2841 Vehicle Title – No change. Chief Trevithick just got the papers for the Jet Ski trailer so he will get both titles at the same time.
- iii. IT Program
  1. Discuss need to migrate archives to Google Docs – See Secretary's Report, Vb3
  2. Update on IT projects and cost – Auxiliary Volunteer Bob Barnaby has finished the majority of his IT plan to get Department technologies secured and streamlined, and most regular IT-related expenses have been consolidated or eliminated as needed. Director Baldrige noted that when these changes were made, no one from the Department was kept in the loop regarding billing and finance. When the debit cards stopped working, the only people who were notified were people managing the IT program. She emphasized that the Treasurer and Fire Chief (at minimum) should be kept apprised of all financial changes and included as contacts on all exchanges when outside people are involved with operational modifications.

- Chief Trevithick will ask Auxiliary Volunteer Barnaby for a summary of IT processes that he put in place, including the names of providers, what they are providing and all login information.
- iv. Public Information Officer (PIO) – Assistant Chief Benzel met with the Community Resource Representative from Boulder County. She was very helpful and suggested that Assistant Chief Benzel start by drafting two separate communication policies. The first policy is for external communications, what the message is and how the Department will respond to community feedback. The second policy covers internal communications on expectations and standards for how the Department will manage our message to community, who will be responsible and what mediums will be used. Assistant Chief Benzel has already started drafting these policies and will get more involved in social media for the Department until he can start PIO classes early next year.
- v. Fuel Tanks –Chief Trevithick is now working to get a permit to put the fuel tanks just outside the station. The breaker box is full and we have an electrician drawing up new wiring plans for a new, enlarged breaker panel. Once completed, he will re-submit the permit application to Boulder County. The final steps will be to install protective bollards around the fuel tanks once the tanks been affixed to the concrete.
- vi. Mutual Aid – Still in process. Part of the challenge in negotiating new agreements stems from the difficulty in determining what level of manpower and apparatus that we can guarantee. Chief Trevithick plans to meet with Mountain View to discuss possible arrangements.
- vii. SCBA Recall, Lyons Plans – No update
- viii. Grant Writer – FF Novickis also volunteers with the Front Range District and was able to put Chief Trevithick in touch with a grant writer that they use. The terms of the contract require \$1,000 up front and another \$3,000 when he writes the grant. He has a 95% success rate and Front Range highly recommends him. If his grant application is rejected he will continue to rewrite it for up to three years but we will have to pay him each for each rewrite.
- ix. Other Issues & Opportunities
  1. The Association is going through the hiring process right now and there are some promising applicants who also live locally. The Officers are meeting next week to decide which of the candidates should be brought on.

- Three members were recently hired to work full-time for paid Departments. They all took a 3-month leave of absence from the HFPD to go through academy at their respective Departments but they plan to resume volunteering for Hygiene once they complete their training.
- 2. One of the trucks recently got stuck and had to be towed out. Nothing was broken except for the chock box and it was already damaged from a previous incident.

## VI. OLD BUSINESS

- a. Newsletter – Director Baldrige sent out the latest version yesterday and has since added more of the agreed-upon content. She will incorporate additional comments and re-send to everyone for review.
- b. Member Commitment Contract for Department Paid Training – The process to finalize the new contracts is ongoing and Assistant Chief Benzel is working with our attorneys to address remaining concerns.
  - i. The loan agreements sent by certified mail to the two dropouts were returned as undeliverable. Assistant Chief Benzel is going to change the dates on the agreement and try to resend.

## VII. NEW BUSINESS

- a. President of the Hygiene Community Association, Christian Toohey, attended the meeting to ask if the Fire Department would help with traffic and safety for the upcoming Hygiene Hay Days festival. He also invited the Department to participate with a display of equipment and techniques so the community can learn more about FF operations. He will work with Chief Trevithick to work out the details.
- b. We received a Notice of Annexation for a portion of the District off Airport Road. Builders are looking to develop a large section of property and they want to it to be incorporated into the Longmont Fire District. Director Koslov will pass the notice on to our attorneys for review and remind them that all invoices should be sent to the property developers.
- c. Longmont Fire is moving Station 2 to a new location.
- d. Executive Session for Chief Performance Review – A MOTION to go into executive session was made by Director Brinkman at 8:58 PM. Director Baldrige seconded and the motion was approved by unanimous vote.

VIII. AGENDA NEXT MONTH

- a. Work Session – No discussion
- b. Regular Meeting – No discussion

IX. ADJOURNMENT – A MOTION to adjourn the meeting was made by Director Brinkman at 9:45 PM. Director Baldrige seconded and motion was approved by unanimous vote.

Motion/Resolution Summary:

- MOTION to approve the regular Board meeting minutes
- MOTION to approve the June financials
- MOTION to approve the resolution for credit cards
- MOTION to move the online archives to Google Drive
- MOTION to go into executive session
- MOTION to adjourn the meeting

**ACTION ITEMS:**

**Chief Trevithick**

- Work on getting the title to 2841 and the new Jet Ski trailer
- Coordinate with Director Snyder to meet with Mountain View to discuss their experience getting an ambulance into their District
- Ask Auxiliary Volunteer Barnaby for a summary of IT processes that he put in place, including the names of providers, what they are providing and all login information

**Assistant Chief Benzel**

- Continue working with our attorney as needed to re-write the existing reimbursement agreement

**All Board Members - NONE**

**Director Snyder**

- Coordinate with Chief Trevithick to meet with Mountain View to discuss their experience getting an ambulance into their District

**Director Baldrige**

- Make a complete backup of the archives and then upload all files to Google Drive
- Incorporate additional comments into the newsletter and re-send to everyone for review

**Director Koslov**

- Pass the notice on to our attorneys for review and remind them that all invoices should be sent to the property developers

**Director Brinkman - NONE****Director Cole - NONE****Executive Assistant to the Board**

- Send the July minutes to Chief Trevithick and Brian Sanders to post on the Hygiene FD website
- Review the existing archives and relocate any misfiled items by the end of the month and alert Director Baldrige when the final “clean” version is ready