

# Hygiene Fire Protection District

P.O. Box 83, Hygiene, CO 80533

## BOARD OF DIRECTORS REGULAR MEETING

Wednesday, December 12, 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, Brian Sanders, Steve Brinkman, Devon Martin, Marty Butley

**Directors Not in Attendance:** NONE

**Department Personnel:** Assistant Chief Russ Benzal, Fire Marshal Travis Homyak, Pension Board Chair Paul Bashor, and E/A to the Board Jennifer Cook

**Meeting Attendees:** Firefighters Caviness, Caballero, Olalla, Roberts, and Ryan; District Resident Aaron Miller

- I. PENSION BOARD AS NEEDED – NONE
- II. CALL REGULAR MEETING TO ORDER – Regular meeting called to order at 7:01 PM
- III. AUDIENCE COMMENTS FOR ITEMS NOT ON THE AGENDA - NONE  
\*\*Questions/comments solicited via the Zoom teleconferencing tool.\*\*
- IV. PUBLIC HEARING: 2021 BUDGET
  - a. The final assessment came in lower than the preliminary by ~\$1,300. Because of the COVID/financial crisis, many more people are requesting that the assessed value of their property be lowered as a way to save on property taxes and the lower final assessed is a reflection of this. The budget shortfall will be deducted from the IT account. No other significant changes since the version presented in November.
  - b. Director Sanders presented all budget documents that will need to be submitted to Boulder County and/or the Division of Local Government. All relevant fields have been filled in and they are ready for signatures. After the public hearing on the 2021 budget, the Board offers a one-week period of time in which District residents may review and make comments. Once that window closes, the budget will officially be adopted.

- i. A MOTION to accept the Ordinance to Set Mill Levies was made by Director Brinkley. Director Martin seconded and the motion was approved by unanimous vote.

1. Director Snyder will print, sign, and leave in Director Brinkman's box at the station for his signature.

## V. APPROVE MINUTES

- a. Regular Meeting, November 11, 2020 – A MOTION to approve the regular meeting minutes was made by Director Butley. Director Brinkman seconded and the motion was approved by unanimous vote.
- b. Special Meeting, October 25, 2020 – A MOTION to approve the special meeting minutes was made by Director Brinkman. Director Martin seconded and the motion was approved by unanimous vote.
- c. Special Meeting, October 26, 2020 – A MOTION to approve the special meeting minutes was made by Director Brinkman. Director Sanders seconded and the motion was approved by unanimous vote.

## VI. REPORTS

### a. Treasurer's Report

- i. November Financials – The budget-to-actual report was reviewed. Nothing unusual or of concern.

1. Director Sanders thanked Chief Trevithick and Assistant Chief Benzel for making such an effort to get so many of the remaining 2020 budget items purchased in the month of November and the first week of December. This will help clean up the year-end financials and restrict 2020 budget items to the 2020 calendar year.
2. CPA Status – Director Sanders met with Nicole, our CPA, who provided valuable information about our current financials, as well as guidance on how to plan for next year. She confirmed that if we have more than \$750k in expenses we will need to file a full audit. This will need some clarification in light of the refundable deployment expenses and establishing whether or not they count towards that total.

- In 2021 we will start to input budget numbers into Quickbooks, which will allow reports to be generated more easily and compare them to previous years to detect outlying expenses.

b. Secretary's report

- i. Upcoming deadlines – The 2021 budget must be approved at the December Board meeting. The Mill Levy certification must be submitted to Boulder County by December 15<sup>th</sup> and the full budget and accompanying documents must be submitted to the state by January 31, 2021.

c. Chief's Report – Chief Trevithick was unexpectedly unable to attend. Assistant Chief Benzel reported in his absence on as many of the agenda items possible.

- i. Run Data – In November there were 21 calls, including 2 for Fire, 18 EMS, and 1 motor vehicle accidents. The average Dispatch-to-en-route times were 1:21-minutes for HFPD, and 3:15-minutes for AMR. Over 21 calls, the average en-route-to-arrival time for HFPD was 3:59-minutes. Over 13 calls, the average en-route-to-arrival time for AMR was 16:27 minutes. The average number of responders on fire calls was 7. The average number of responders on EMS calls was 7. The average number of responders on MVA calls was 5.

1. Special Incidents: No special incidents in November.

- ii. Type 3 Status – The new truck was pushed into the station on Monday. It is now officially in service and working as well as expected.
- iii. Shift Coverage – Great coverage overall. No shifts missed in November and only a couple so far in December.
- iv. COVID Funds, check in with Boulder County OEM – Assistant Chief Benzel, Director Sanders, and FF Ratkovitz worked with a Boulder County representative to see about getting funds recovered. They followed up with a spreadsheet detailing Covid expenses of ~\$5,000 and are waiting to hear back.
- v. Other Issues & Opportunities

1. Offers have been made to five people to join the department and three additional offers to people to join the wildland crew. These are people that will take the place of current members if they leave or become unavailable.
  - Assistant Chief Benzel was gratified to report that there are no probationary members right now. Everyone in the Department has at least one year of tenure, which is a great place to be in. Also, no one on the current membership has left in a couple of months so the retention program is working as it was intended.
  - Fire Marshal Homyak made a point to acknowledge Assistant Chief Benzel's efforts to design and execute such a successful hiring and retention program. There were only five spots available, yet we had almost forty applicants vying to make the cut.
2. The application process for the Lieutenant Staffing Program is completed. Chief Trevithick plans to meet with each applicant before the final decisions are made.

## VII. OLD BUSINESS

- a. Post Office Lease – Director Martin reported that the PO has agreed to a 60%+ increase in monthly rent, from \$1,600 to \$2,600. This is still below market but a big improvement from what we were receiving. The details will be finalized in the next week or two. Assuming that the final contract is agreed to, we will also have the option to renegotiate the price every five years.
- b. Christmas Party – COVID cases are spiking across the country and the Governor has not eased the social distancing rules. The Christmas party was tentatively set for January 15<sup>th</sup> but, unless at least 75 people will commit to showing up – which isn't likely – it makes sense just to forgo January. Boulder County buildings are expecting to be closed through April, so postponing the party until the spring may not work either. In light of all the uncertainties, it was agreed that the best course of action would be to cancel the party altogether.
  - i. There was discussion about alternative methods to show appreciation for the Firefighters in lieu of a party. This has been an exceptionally unusual and challenging year, yet the HFPD members continue to show

amazing commitment, so Board sentiment is that recognition of their efforts is even more warranted than usual.

1. Director Snyder suggested that the Officers discuss the issue and report back.
- c. Cooperative Opportunities/Resource Sharing – Assistant Chief Benzel reported that all auto/mutual aid will be in CAD by next week, so the HFPD will be getting toned to all major incidents in Lyons, and therefore working with their Department on a semi-regular basis. He also met with one of Lyons’ Training Coordinator and they developed a plan to hold joint trainings every couple of months or so. Those trainings will be built around the major incidents that are covered in the auto aid agreement. (Ice rescue, swift water rescue, major accidents with long/heavy extrications, high/low angle rescue, etc.) They are also planning to hold two annual live fire trainings and both Departments agreed to split the costs associated with this activity.

## VIII. NEW BUSINESS

- a. EMD & Nearest Unit Dispatching, Russ/Cody?
  - i. Assistant Chief Benzel explained that Closest Unit applies mainly to career Departments as they are the ones that have bought into the Boulder Valley Fire Consortium, and have Automotive Vehicle Location (AVL) Dispatch in their rigs. Volunteer agencies are only Agency dispatched, and only within their respective Districts. Assistant Chief Benzel tried to get more information but has not yet heard back. Boulder County’s Emergency Medical Dispatch (EMD) System assigns a code, which tells the responder whether the call is emergent or non-emergent. Assistant Chief Benzel confirmed that EMD has been in the works but the actual codes are not being announced, nor how agencies are responding. The Boulder Valley Fire Consortium has full-time staffed career ambulances, so volunteer agencies with an AMR response wouldn’t get an ambulance-only response like they would in the Consortium. Volunteer agencies are always going to get an agency tone along with an ambulance.
    1. Assistant Chief Benzel will continue to trying to get information on Closest Unit Dispatching.
- b. Change BOD meeting time? – Director Sanders asked how the other members would feel about pushing the regular board meeting back to the third

Wednesday of the month, instead of the second Wednesday. He reported that it can be very difficult to get financials together when the second Wednesday is just over a week into the month, and it would be easier on both himself and the bookkeeper if the meeting was pushed out. It was observed that many of the deadlines relating to the budget and elections (when relevant) tend to occur around the 15<sup>th</sup> of the month. Since many documents relating to these events must be approved/adopted by the board by mid-month, it could be problematic if the meeting date moved back. The board decided to consider the matter and discuss again at the January meeting.

- c. Director Brinkman reported that there is a Friends of Hygiene meeting that will take place over Zoom on December 19<sup>th</sup>.
- d. Director Sanders asked about goals that the board may want to set for 2021. Director Snyder suggested that this topic be discussed at the January meeting.

#### IX. AGENDA NEXT MONTH

- a. Work Session – We need to have a work session to adopt the 2021 budget. Director Brinkman suggested having appending the work session to the Friends of Hygiene meeting that is already scheduled for the 19<sup>th</sup>.
  - i. A work session is scheduled for December 19<sup>th</sup> at 12:30. Director Sanders will send out a zoom link to all the Board members.
- b. Regular Meeting – No discussion

- X. ADJOURNMENT – A MOTION to adjourn the meeting was made by Director Brinkman. Director Sanders seconded and the motion was approved by unanimous vote.

#### Motion/Resolution Summary:

- MOTION to approve the regular meeting minutes
- MOTION to approve the special meeting minutes from October 25<sup>th</sup>
- MOTION to approve the special meeting minutes from October 26<sup>th</sup>
- MOTION to accept the Ordinance to Set Mill
- MOTION to adjourn the meeting

## **ACTION ITEMS:**

**Chief Trevithick – NONE**

**Assistant Chief Benzel – NONE**

### **Department Officers**

- Consider alternative methods to show appreciation for the Firefighters in lieu of a Holiday party

**Pension Board Chair Bashor – NONE**

### **All Board Members**

- Consider the possibility of moving the Regular Board Meeting back to the 3<sup>rd</sup> Wednesday and discuss at the January meeting
- Think about goals that the Board would like to accomplish in 2021 and discuss at the January meeting

### **Director Snyder**

- Print, sign, and leave the Ordinance to Set Mill Levy form in Director Brinkman's box at the station for his signature

### **Director Brinkman**

- Sign and submit the Ordinance to Set Mill Levy after Director Snyder leaves in your mailbox

**Director Martin – NONE**

### **Director Sanders**

- Set up and distribute a Zoom link for the work session, scheduled for December 19<sup>th</sup> at 12:30

### **Executive Assistant to the Board**

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