

**Hygiene Fire Protection District**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**Fire Station, 7523 Hygiene Road**  
**Wednesday, May 11, 2022 at 7:00 p.m.**

*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 Andie Adams

**Directors Not in Attendance:** Steve Brinkman

**Department Personnel:** Fire Chief Cody Trevithick, Wildland Coordinator Tyler Wurzer, Fire Marshal Travis Homyak, EMS Captain Travis Chambers, and E/A to the Board Jennifer Cook

**Meeting Attendees:** Firefighters McAllister and Dunlap, Hygiene resident Rick Hill, and John Chmil of Lyons Gaddis

I. PENSION BOARD AS NEEDED – We have a new representative at the FPPA.

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. BOD101 & Review Pay/FLSA Program with Attorney

a. John Chmil distributed handouts and explained Special District obligations and objectives. Topics of discussion included: FLSA requirements, public notices relative to meetings, conflicts of interest for public officials, budgeting and property tax revenue, and paid vs. volunteer firefighters.

i. Chief Trevithick will send John a copy of Wildland Coordinator Wurzer's job description for review.

V. APPROVE MINUTES

a. Regular Meeting April 13, 2022 – A MOTION to approve the April Regular Meeting minutes was made by Director Sanders. Director Martin seconded and the motion was approved by unanimous vote.

## VI.REPORTS

### a. Treasurer's Report

- i. The Budget to Actual and Wildland Reports were reviewed. Nothing unusual or of concern.

### b. Secretary's report

- i. Post Office Deed – No update.
- ii. Steak Dinner – Scheduled for June 18th, location TBD
- iii. Family Picnic – TBD

### c. Friends of Hygiene

- i. Will be discussed at the June meeting when Director Brinkman is in attendance.

### d. Hygiene/Lyons Report – Lyons passed their mill levy increase. Conversations on long-term plans could potentially resume, now that they have a better idea of their future assets.

- i. Director Martin volunteered to take Director Brinkman's place on the joint Hygiene/Lyons committee.

### e. Chief's Report

- i. Call Activity of Note – Hygiene members happened to see the beginnings of a wildfire (caused by a drone) as they were driving by. They called it in and responded immediately, so the fire was quickly put out
- ii. Wildland Update – We have members deployed to fires in both Texas and New Mexico. Wildland Coordinator Wurzer is keeping the spreadsheet updated.
- iii. Shift Coverage – Average of 2-3 people on shift. Still struggling to fill Shift Lieutenant spots, but more people are coming up through the ranks.

iv. Grant Update – Our application is in the final stage of the review process. Equipment prices have increased significantly since the application was originally submitted, so Chief Trevithick is trying to increase the amount of the request.

v. Other Issues & Opportunities

1. Two Department Members with a HFPD rig attended a memorial for a fallen Firefighter.
2. One of our Firefighters was interviewed for a segment on Channel 4 about high school student getting training in high-demand jobs. He spoke highly about his experience with Hygiene Fire.
3. Hygiene is putting on a big extrication class and inviting members from other Departments to participate. Non-Hygiene members will pay to attend, which will help offset the cost.
4. Three Department members are in the process of getting Swiftwater Rescue certifications.
5. Chief Trevithick and Assistant Chief Benzel met with Laura, a member of Mountain View's BoD. She serves as their Public Information Officer, and we would like her to take over the PIO job for Hygiene.
6. Twenty-two people submitted applications to join the Department, and 16 of them went through the interview and testing process.
7. Boulder County Sheriff Joe Pelle and Louisville Fire Chief John Wilson both sent letters to the HFPD, thanking all the members for their work on the Marshall Fire.
8. Hygiene residents are using the lane behind the Station as an easement to the Post Office. Some of the Department Members were training with hoses across the driveway, and the hoses were run over twice by people going to the Post Office. The Firefighters have nowhere else to train, so the Board needs to step in and address the problem.

- Director Martin will review the terms of the deed and speak to the Postmistress about it.

9. Controlled Burns – Chief Trevithick spoke to Sheriff Pelle about people doing illegal burns on their property. Residents are getting approval to do agricultural burns, and then burning non-approved material. The County is now working on a system that will notify Fire Departments of a District member's intent to burn and allow them to proactively inspect.

## VII. OLD BUSINESS

- a. Discuss Bringing on a Special District Management Service (SDMS) – Director Snyder reported that Lyons Gaddis provides some guidance on District obligations, but that SDMS would be a good addition.
  - i. A MOTION to bring on Special District Management Service was made by Director Martin. Director Adams seconded and the motion was approved by unanimous vote.

## VIII. NEW BUSINESS

- a. Fill Vacant Board Positions, swear in Directors Martin and Adams, and 3rd
  - i. Directors Martin and Adams were sworn in as new Board Members, and both took the Oath of Office.
    1. Director Snyder will send them each a copy of the latest SDA manual.
  - ii. A MOTION to elect Director Snyder as Board President was made by Director Martin. Director Sanders seconded and the motion was approved by unanimous vote.
  - iii. A MOTION to elect Director Sanders as Treasurer was made by Director Martin. Director Snyder seconded and the motion was approved by unanimous vote.
  - iv. Nominations for Secretary were postponed to a later meeting.

v. Meeting attendees Rick Hill and Firefighter McAllister are both interested in joining the Board. Each spoke a bit about his background and the reasons he'd like to join.

1. There is one open seat on the Board. The Members will review both candidates and decide who to appoint.

b. Director Adams received a list of resources for utility infrastructure grants, which she will forward to the other Board Members for review.

c. Director Sanders suggested having Wildland Coordinator Wurzer set up an easy way for people to donate to the HFPD, and devise ways to notify the public about it.

#### IX. AGENDA NEXT MONTH

a. Work Session – No discussion

b. Regular Meeting – No discussion

X. ADJOURNMENT – A MOTION to adjourn the meeting was made by Director Brinkman. Director Martin seconded and the meeting concluded at 8:43 PM.

#### Future Work Items

1. Special District Management Service: April 13

2. Elect Officers in May: May 11

3. Meet with Mountain View FPD

4. Continue to Meet with Lyons FPD

5. Plan for Land Acquisitions

**Motion/Resolution Summary:**

- MOTION to approve the April Regular Meeting minutes
- MOTION to bring on Special District Management Service
- MOTION to elect Director Snyder as Board President
- MOTION to elect Director Sanders as Treasurer
- MOTION to adjourn the meeting

**ACTION ITEMS:**

**Chief Trevithick**

- Send John Chmil a copy of Wildland Coordinator Wurzer's job description for review

**Assistant Chief Benzel – NONE**

**Pension Board Chair Bashor - NONE**

**Department Officers – NONE**

**Director Snyder**

- Send Director Martin and Director Adams a copy of the latest SDA manual

**Director Martin**

- Review the terms of the deed and speak to the Postmistress about stopping the public from using HFPD's driveway to access the PO

**Director Sanders – NONE**

**Director Adams**

- Send list of resources for utility infrastructure grants to the Board Members

**Executive Assistant to the Board**

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