

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

Directors in Attendance: Scott Snyder, Steve Brinkman, Judy Koslov, Don Cole and Molly Baldrige.

Department Personnel: Training Captain Russ Benzel, Pension Board Chair Paul Bashor, Training Lieutenant Kamron Barnaby, EMS Lieutenant Travis Sugg, E/A to the Board Jennifer Cook

Meeting Attendees: Firefighters Caballero, Ginsborg, and Martin

- I. PENSION BOARD AS NEEDED – Called to order at 7:01 PM.
 - a. The pension payment has been made and the state has committed to matching it at 90%.
- II. CALL REGULAR MEETING TO ORDER – Regular meeting called to order at 7:02 PM
- III. AUDIENCE COMMENTS FOR ITEMS NOT ON THE AGENDA – None
- IV. PUBLIC HEARING – 2019 BUDGET
 - a. There were no public comments at the meeting but the budget notice in the Longmont Times-Call, District allows residents to submit written objections until 5:00 p.m. on November 30th.
 - i. The Board will vote to approve the 2019 budget at the December meeting.
 - b. Director Baldrige walked all meeting attendees through the operating budget that was discussed at the November Study Session. Approximately \$120k was set aside as a capital reserve account to be used as a funding source for the eventual purchase of vehicles, building repairs, property acquisitions, etc.
- V. APPROVE MINUTES
 - a. Regular Meeting October 10 – Director Snyder noted an error regarding the date of the public notice in the October minutes. A MOTION to accept the minutes from the October Board meeting with the requested changes was made by Director Brinkman. Director Koslov seconded and the motion was approved by unanimous vote.
 - b. November 10 Study Session Notes – Vote was postponed until the December Board meeting.
- VI. REPORTS
 - a. Treasurer’s report
 - i. September Financials, 3rd Quarter – Director Baldrige presented the year-to-date P&L in lieu of the Q3 financial report. Nothing unusual or of concern.

1. A MOTION to approve the Q3 financials was made by Director Cole. Director Brinkman seconded and the motion was approved by unanimous vote.
 - ii. October Financials – The October financials were presented and reviewed, including budget to actual report. A few items are slightly over projection but the majority are in line and some are significantly below budget.
 1. A portion of the total amount budgeted for 2018 will not be used. Before the end of the year, Chief Trevithick will use some of the surplus to purchase equipment that is currently budgeted for next year, freeing up additional funds for 2019.
- b. Secretary's report
- i. Upcoming deadlines
 1. The 2019 budget must be adopted at the December Board meeting.
 2. Director Baldrige must certify the mill levy to the County by December 15th.
 3. The Christmas party will take place on December 7th.
 - ii. Archive & Retention Project – No updates since the October meeting. Director Koslov requested that everyone send Jen any documents that need to be archived.
- c. Chief's Report – Chief Trevithick was not in attendance so Training Captain Benzel made the report on his behalf.
- i. Monthly Statistics
 1. There were 13 total calls in October and 8 were for medical services. YTD there have been 212 total calls, 9 for fires and 157 for rescue/EMS.
 2. Across 11 calls in October, first-on-scene response times averaged 5:48, which is exceptionally good. (The other two were cancelled in-route)
 3. The average number of responders per call was 7, with a minimum of 4 and a maximum of 12.
 4. YTD data showed that Thursdays and Fridays had the highest number of incidents, with most taking place between 3-4pm.
 - ii. 2831 Vehicle Title – The title has been secured and Chief Trevithick will pick it up
 - iii. IT Program – No update
 - iv. Other Issues & Opportunities
 1. The new UTV was successfully used for snow removal around the station.
 2. Some of the members of the Department went to Hygiene Elementary to serve lunch and teach the kids about fire prevention.
 3. As a way to engage with the community, a couple of the Firefighters went to the local gymnastics arena and had a mini-competition with the girls. The Firefighters recounted how they attempted to match the girls at pull-ups and tried other exercises that they had never done.

4. Training Captain Benzel related Chief Trevithick's request to begin making purchases of equipment – including the horse sling – from the list developed at the Study Session. The Board gave authorization to move forward with the approved purchases.
 - The Department needs two kinds of horse slings, one for extraction and one for physical therapy. Because it is only used for abbreviated periods, the Department can fashion one from existing supplies. The PT sling is more specialized and must be purchased. It will be used on incident calls to keep a horse upright when it cannot support its own weight and will be used for longer durations.
 - Chief Trevithick is doing research on PT slings, as well as tripods to be used in conjunction with both kinds of slings.
5. Ambulance presentation (Travis) – EMS Lieutenant Sugg presented slides covering all aspects of the EMS Department including:
 - i. Summary of personnel and their Certifications
 - ii. Goals of the EMS Division
 - iii. Change of approach to medical training
 - iv. Department Strengths and Weaknesses
 - He summarized by correlating these components to the value and need for the District to purchase an Ambulance at some point in the future.
 - i. EMS Lieutenant Sugg gave estimates on the basic cost of a new ambulance, customized in a way that is optimized for the HFPD operation.
 1. Basic costs do not include supplies, equipment, and licenses/permits necessary to meet BLS standards.
 - ii. The decision to add an ambulance goes beyond the cost of the apparatus itself. There are further considerations, including:
 1. Regular FF staff vs. dedicated ambulance staff
 2. Personnel and equipment for ALS or BLS protocols
 3. Distribution of resources
 4. Funding methods - increase mill levy, donations, capital reserve, grants, or a combination of these options.
 - iii. The total cost to the District would be ~\$1M, but EMS Lieutenant Sugg noted that there are many grants available that could help to underwrite that cost. He offered to research possible grant options if the Board agreed that an ambulance purchase should be part of the District's long-range goals.
 1. The Board requested that the focus continue to be on advancing the skillsets and experience of the FFs. There are many grants available but the requirements change from year to year so it would be better to hold off on

doing grant research until we are ready to look more seriously at adding ambulance service. A near-term option would be to look into grants that could fund expanded medical training and equipment.

iv. Training Lieutenant Barnaby suggested putting out a survey to the District taxpayers, listing the current transport service options and presenting possible future offerings based on what the taxpayers are willing and able to support. Survey responses could help the Board configure their long-term plans regarding District transport.

- EMS Lieutenant Sugg concluded his presentation by emphasizing – irrespective of whether the District procures an ambulance – the program is working, we are making good strides towards optimal patient care, and the medical clinicians that we have on staff are capable, enthusiastic and reliable.

VII. OLD BUSINESS

- a. 501(c)(3) (Molly/Steve) – We are still looking for a citizen to serve on the non-profit Board. A citizen member is written into the bylaws so all Board members must be in place before we can file for 501(c)(3) status.
 - i. Directors Baldrige and Brinkman committed to finding a citizen Board member by the December meeting.
 1. Training Lieutenant Barnaby knows of a potential member. He will follow up with that person and report back to Directors Baldrige and Brinkman.
- b. Christmas Party, December 7 – Pension Board Chair Bashor met with Shupes to plan the menu. Sign-up sheets are posted. Pension Board Chair Bashor noted that there have been problems with no-shows in previous years and asked that anyone who is interested sign up as soon as possible but only if you are planning to attend.
 - i. There will be a white elephant gift exchange but gifts should not cost more than \$25.
- c. Training & Personnel Manager Job Description – The job descriptions are more or less set but were not discussed at the study session. Board members will review them and bring final corrections or amendments to the December Board meeting.
 - i. The Board received only PDF versions and requested that Chief Trevithick resend the descriptions in Word format for editing.
- d. District Manager Job Description – See VIIc
- e. Fire Chief Job Description – See VIIc

VIII. NEW BUSINESS

- a. Study Session December? – The Board determined that any lingering business could be addressed at the December Board meeting and a December study session is not necessary.

- b. The Board requested that Chief Trevithick record and present a monthly update on incidents that take place in the intersection of Highway 66 and North 75th St. There seems to be a particularly high number of incidents that occur there and it would be helpful to have documentation to that effect if we try to get the City of Boulder to take action on it.

IX. ADJOURNMENT – A MOTION to adjourn the meeting was made by Director Brinkman at 8:40 PM.

Motion/Resolution Summary:

- MOTION to accept the minutes from the October Board meeting with the changes requested by Director Snyder
- MOTION to approve the Q3 financials
- MOTION to adjourn the meeting

ACTION ITEMS:

Chief Trevithick

- Resend job descriptions to the Board in Word format
- Pick up the vehicle title for 2831
- Record and present monthly updates to the Board on incidents that take place in the intersection of Highway 66 and North 75th St

Training Lieutenant Barnaby

- Contact the person who may be willing to serve on the nonprofit Board and report back to Directors Baldrige and Brinkman

All Board Members

- Review job descriptions and bring final corrections or amendments to the December Board meeting

Director Snyder - NONE

Director Baldrige

- Certify the mill levy to the County by December 15th
- Find a citizen Board member to serve on the nonprofit Board by the December meeting

Director Koslov - NONE

Director Brinkman

- Find a citizen Board member to serve on the nonprofit Board by the December meeting

Director Cole - NONE

Executive Assistant to the Board

- Make the requested correction and send the October minutes to Chief Trevithick to post on the Hygiene FD website