

Hygiene Fire Protection District
P.O. Box 83, Hygiene, CO 80533
Board of Directors Regular Meeting Agenda
Wednesday, May 8, 2019
7:00 p.m.

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

Directors Not in Attendance: None

Department Personnel: Assistant Chief Benzel, Training Captain Barnaby, EMS Director Brown, Pension Board Chair Bashor

Meeting Attendees: Physician Advisor Ben Wilks

- I. PENSION BOARD AS NEEDED – Nothing to report. Still waiting on the results of the actuarial study.

- II. CALL REGULAR MEETING TO ORDER – Regular meeting called to order at 7:04 PM

- III. AUDIENCE COMMENTS FOR ITEMS NOT ON THE AGENDA – None

- IV. APPROVE MINUTES
 - a. Regular Meeting April 10, 2019 – A MOTION to approve the regular Board meeting minutes was made by Director Brinkman. Director Cole seconded and the motion was approved by unanimous vote.

- V. REPORTS
 - a. Treasurer’s report
 - i. First quarter financials – Director Baldrige reviewed the P/L and balance sheet for the first quarter of 2019. There was nothing unusual or of concern. A MOTION to approve the first quarter financials was made by Director Brinkman. Director Cole seconded and the motion was approved by unanimous vote.
 - ii. April – The P/L, Balance sheet, and budget-to-actual financials were reviewed. Director Baldrige noted that items that had not been budgeted for were listed in the contingency account. The Equipment & Fire Rescue account is high for this early in the year but it includes items that were budgeted for 2018. If we consider only the items that are included in the 2019 budget then the total is very close to where it should be. The IT & Communication Hardware account

is higher than it should be for the same reason. The Software account is already over 80% of the amount budgeted and Director Baldrige asked Auxiliary Volunteer Bob Barnaby to give some idea of his remaining software needs and how it fits with the budget. Most other accounts are right in line with where they should be for this point in the year.

1. Moving forward, all items must be purchased in the year that they are budgeted in order to eliminate confusion.
2. The contingency account is already high due to purchases that were not in the budget. Director Baldrige requested that all non-budgeted items over \$1,000 be discussed with her prior to making the purchase.

b. Secretary's report

i. Upcoming deadlines

1. Social activities: The Steak Dinner will be June 15th at 5PM at the Fire Station. We need to start planning for this year's Christmas Party.
2. 2020 Election: There are two items for consideration for the 2020 election year that Director Koslov would like the Board to start thinking about.
 - Board Members - Three Board members' terms are up; Directors Snyder and Koslov can run for another term but Director Baldrige is term limited and will need to be replaced. Board members are encouraged to consider who might be willing to join. If there are more candidates than seats then we will need to hold an election.
 - Gallagher Amendment – A bill recently passed the state legislature that would drop the assessment rate for residential real property to 7.15% from 7.2% and the governor is expected to sign it. The small change will have minimal impact on the residential assessments but property values in Boulder County have continued to rise, which means that property tax revenue to the HFPD should stay relatively unchanged or possibly increase. The Board will ultimately decide whether or not to pursue it but, based on a DOLA report distributed to the Board, Director Koslov doesn't anticipate a need to add a Gallagher Amendment override to the 2020 ballot.

c. Chief's Report

- i. Ambulance Service – Before moving forward with UCHHealth, Chief Trevithick wanted bids from other ambulance services to see what it would take to have one posted at the Station with a staff on shift 24/7. EMS Director Brown and EMS Lieutenant Sugg contacted four local companies to get bids and they're

still waiting to hear back from some. Most providers expect a flat fee but they met with the CEO of Northglenn Ambulance who would be willing to offer ambulance service under a net-neutral contract. The cost to the District would fluctuate, as it would depend on the level of reimbursements that Northglenn received each month. Any expenses incurred as a result of providing housing, amenities or supplies related to the ambulance and crew could be deducted from the monthly reimbursement but the District would cover the cost of the EMT. None of these costs were included in the 2019 budget so can't consider a setup that accrues additional expenses but we will continue to other service providers to see what they can offer. If the UCHealth contract doesn't pan out either we may have to take a different approach.

1. Since most medical calls are for basic transport service, EMS Director Brown will put together cost estimates to acquire and equip a used ambulance that meets the state-required minimum standards for BLS service.
- ii. 2841 Vehicle Title – Nothing to report
 - iii. IT Program – Auxiliary Volunteer Bob Barnaby has transitioned all Department emails off MS Outlook and onto Gmail. Email addresses and login information stayed the same and all emails transferred over exactly as they were within everyone's respective email accounts.
 - iv. Public Information Officer (PIO) – Chief Trevithick spoke with the PIO for Longmont and she gave contact information for local media. No action has yet been taken but the Longmont PIO is willing to give advice when we have a news item that we'd like to try to publish. Assistant Chief Benzel will attend classes on how to write and format the articles. Once something has been written, Assistant Chief Benzel will send it to both Chief Trevithick and Director Koslov to review and approve the content before he will send it to the media.
 - v. Fuel Tanks – Chief Trevithick is getting conflicting information on which fuel code we are required to adhere to. One would allow the tanks to be situated on the adjacent rental property and the other dictates that the tanks must be 125 feet from any surrounding structure. We're waiting on a decision from Boulder County but Chief Trevithick has a plan for either outcome.
 - vi. New Engine – Chief Trevithick and Training Captain Barnaby reported that the final total for the chassis, build-out, and Department specific equipment is 509K. This new engine is our most pressing need as it will operate as the primary backup so that the Department can maintain full operations if the main engine on a call or goes down for maintenance. A new engine is not specifically included in the 2019 budget but it will be over a year before we take delivery and need to start making payments. We will get a \$5,000 discount if we pay for the chassis when it is delivered to Rosenbauer

Fire Truck factory. Our savings accounts are earning very little so we wouldn't be losing much interest revenue if funds were withdrawn to make this payment. There are financing options available to pay the difference but it will depend on what rates they are offering. A MOTION to buy a new fire truck for \$444,498 and pay \$120,300 for the chassis when it is delivered to Rosenbauer to get a \$4,792 discount was made by Director Brinkman. Director Cole seconded and the motion was approved. Director Koslov abstained from voting. The Board and Chief Trevithick will have a year before the truck is delivered to look for other discounts and decide on how to pay for and/or finance the remaining balance.

1. Chief Trevithick distributed copies of the contract to the Board members. Two people - usually the Chief and a Board member - need to sign the contract that he will return to Rosenbauer to confirm the order.
- vii. Mutual Aid - Chief Trevithick has met with the chiefs from Boulder Rural and Mountain View and established Mutual Aid agreements with both districts.
- viii. Workout Equipment - FF Novickis was not in attendance to present his proposal for new workout equipment and estimated costs so discussion was postponed until the June meeting.
- ix. Grants Writer - EMS Director Brown knows grant writers who are willing to be compensated as a percentage of grant funding and she will reach out to them.

x. Other Issues & Opportunities

1. April was a great month for the Shift Staffing program. Every shift was covered and there are only a few remaining to be covered in May. The program has been in effect for one full year now and Chief Trevithick believes that it has been very successful and beneficial for the taxpayers.
2. A number of the trucks have recently undergone maintenance and/or repairs. One of the trucks with damage to the passenger door came back but the cab is now leaking air so it will need additional repairs. This will be resolved once it's determined who will pay for it.

VI. OLD BUSINESS

- a. 501(c)(3) (Steve) - Director Brinkman announced that they held the first meeting today. Steve Brinkman was elected President, Molly Baldrige was elected Treasurer,

and Training Captain Kameron Barnaby was elected Secretary. Director Brinkman plans to file for 501(c)(3) status sometime this week.

- i. The Association elected to have the President and Treasurer serve as the Association representatives on the nonprofit board. Ben Tolman was the Treasurer until January when Adam Turner replaced him; FF Turner will now represent the Association as the fourth board member of the nonprofit.
- b. Newsletter – Director Baldrige is still waiting on replies from a few people before she can move forward with the newsletter. Director Koslov was assigned to write a report on response times but she needs some data from the reporting system to do so. Chief Trevithick offered to meet with her to help pull out the information that she needs.

VII. NEW BUSINESS

- a. Dr. Wilk's consideration for Physician Advisor – EMS Director Brown introduced Dr. Wilks as the proposed replacement for Physician Advisor since Dr. Housholder is moving away. Dr. Wilks travels to different parts of the country for work but is local to Hygiene and is usually in Colorado at least three weeks per month. The meeting attendees welcomed him to the Department.

VIII. AGENDA NEXT MONTH

- a. Work Session – The Board determined there was no need for a work session in June.
- b. Regular Meeting – Director Koslov requested that Brian Sanders or Bob Barnaby come to the next meeting to answer questions about email migration, why the online archives should be moved to Google Docs, and report on IT activity, security and costs.

IX. EXECUTIVE SESSION – It was determined that there was no need for an executive session.

X. ADJOURNMENT – A MOTION to adjourn the meeting was made by Director Brinkman at 8:47 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 first quarter financials
- MOTION to pay \$120,300 for the new truck chassis to secure a \$4,792 discount
- MOTION to adjourn the meeting

ACTION ITEMS:

Chief Trevithick

- Work on getting the title to 2841
- Ask Brian Sanders or Bob Barnaby to come to the next meeting to answer questions about email migration, why the online archives should be moved to Google Docs, and report on IT activity, security and costs
- Ask Bob Barnaby to give some idea of remaining software needs since 80% of the amount budgeted has already been used

All Board Members - NONE

- Think of people who might be willing to join the Board in preparation for the 2020 election
- Consider whether or not to pursue a Gallagher Amendment override in the 2020 election

Director Snyder - NONE

Director Baldrige - NONE

Director Koslov - NONE

Director Brinkman - NONE

Director Cole - NONE

Executive Assistant to the Board

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