

Hygiene Fire Protection District
P.O. Box 83, Hygiene, CO 80533
Board of Directors Regular Meeting Agenda
Wednesday, June 13, 2018
7:00 p.m.

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

Department Personnel: Chief Cody Trevithick, Training Captain Russ Benzel, Training Lieutenant Kamron Barnaby, Auxiliary Volunteer Barnaby, and E/A to the Board Jennifer Cook

Meeting Attendees: Firefighters Homyak and Novickis, Hygiene resident Christian Toohey

- I. PENSION BOARD AS NEEDED – Pension Board Chair Paul Bashor was not in attendance so there was no discussion.
- II. CALL REGULAR MEETING TO ORDER – Regular meeting called to order at 7:04 PM
- III. AUDIENCE COMMENTS – FF Novickis would like to put together two teams to participate in the Firefighter Combat Challenge in August and requested funds to pay the registration fees. The Board postponed discussion until the New Business portion of the meeting.
- IV. APPROVE THE MAY MEETING MINUTES – MOTION to accept the May minutes made by Director Brinkman, Director Snyder seconded. Approved by unanimous vote.
- V. SWEAR-IN NEW BOARD MEMBERS – Steve Brinkman and Don Cole read and signed their oaths as the new board members for 4-year terms. Board President Snyder swore them in.
- VI. REPORTS
 - a. Treasurer’s report
 - i. May Financials – Review and discussion of the documents provided by Director Baldrige ahead of time.
 1. Approximately 80% of property tax revenue has been received. The remainder will be received in small amounts throughout the rest of the year.
 2. We are looking at grants as a means to generate extra income. One of the new hires has writing experience and Chief Trevithick has asked if he would be willing to help with grant applications and is waiting for an answer.
 3. The line item that used to be “Building” is now called “Building & Rent.” We are renting the property next door known as the Green House, (not part of the 2018 budget) for our Shift Program, in lieu of spending money budgeted in this line item for upgrading the station. This will result in a net savings of around \$50,000. For full disclosure, we want to state for the record that the property we are renting is owned by the Chief’s grandmother. The rent amount is at or below market rates for this area, and the Board experienced

absolutely no coercion or pressure to recommend this change of plan. It was clearly a good opportunity to house shift workers in better conditions, save money, and give some breathing room for longer range planning for buildings.

4. The line item for Elections is high relative to its budgeted amount but the election is complete and there are not many significant expenses remaining so we should still come in under-budget.
5. Due to an entry oversight in our payroll system, Chief Trevithick has been under-paid for the last year and a half. The line item for payroll is slightly high for June, because the amount owed for 2018 was added to his June paycheck. The amount owed for 2017 will be applied to July's payroll.
6. Multiple people in different departments are responsible for approving bills to be paid. This is an important check and balance but occasionally it leads to late fees. Director Baldrige is working with Vicki Tiedeman and Chief Trevithick to establish a system to ensure that all payments are made on time.
7. We are still trying to get a handle on current and anticipated IT expenses, and which categories they will fall into. Now that we are actively working towards upgrading security for the in-house network, multiple technologies and companies will be used. We will be examining how they will be employed to ensure that there are no redundancies or holes when we transition to the new setup.

ii. Review protection for District Funds

1. FDIC insures funds up to \$250,000 in nearly every bank. Funds that are in banks that are certified as public depositories offer additional insurance from the state. Director Baldrige is going to confirm that our bank is certified as a public depository. The PDPA (Public Deposit Protection Act) also recommends designating an Official Custodian – “the person to whom the public unit has delegated the authority to control the money belonging to the public unit.” The Custodian maintains the records and is therefore usually the treasurer. Director Baldrige will find out more about the requirements for the Official Custodian and make a report at the July meeting.
2. The Board needs to start thinking about adopting an investment policy. The attorney sent a draft policy and Direct Baldrige will advise the Board on its contents and her recommendations by the August meeting.

b. Secretary's report

i. Election Matters

1. The election is complete and the two new Board members were sworn in at this meeting. Dave Beeman's term concluded when the new members were sworn in and he was thanked for all of his service on the Board for the last four years.
2. The new Board needs to elect the Officers for the year and this item is on the agenda under New Business.

3. Director Koslov will file copies of the new Board member oaths, updated surety bonds, and the Canvass Board's certification with the Division of Local Government.
- ii. Election Certification – The final step in the election process is certifying the vote. The three members of the Canvass Board met to certify the election results on May 21st.
- iii. Upcoming deadlines
 1. We need to start planning the Christmas party and steak dinner. This on the agenda under New Business.
 2. If we would like any new property to be included in the District, by tax-payer petition or Board resolution, we would need to file an order of inclusion in July. There are no petitions for inclusion so no further action is needed.
- iv. Archive & Retention Project, Backup system
 1. Auxiliary Volunteer Bob Barnaby is working on getting data security and backup systems in place for our online archives but it is not going to be a quick process.
 2. Former Executive Assistant to the Board, Maggie Personeus, set up Box.com when she first started the archiving project and she is the “owner” of all the folders. Each folder has a co-owner that is a current member of the Board so all folders are still accessible but no current person has access to all folders. Director Koslov has been communicating with Box.com and has learned that the only way to get back into Maggie's account is by using her hygienefire.org email. Auxiliary Volunteer Barnaby will reinitiate Maggie's Hygiene Fire email account long enough to transfer ownership to Jen.
 3. Now that Dave is no longer a Board member, he will need to be removed from Box.com. Jen will transfer any files that Dave owned, remove him as an editor, and add Don Cole so that he can access the online files.

c. Chief's Report

i. FD Performance Report

1. In May there were 18 calls and almost 90% of them were for EMS services. YTD there have been 115 calls and ~70% were for rescue and emergency medical services.
2. Response times for HFPD being the first unit on the scene for emergency calls averaged around 10 minutes. The longest time was 15 minutes.
3. AMR response times were good in May, averaging ~20 minutes overall.
4. There was a request to add a slide showing mutual-aid statistics to get a sense of what equipment might be still be needed on those calls.
5. FF Homyak is trying to coordinate with GIS to see how we can geographically track where most of the calls come from. If we plan to eventually have our own ambulance, knowing which quadrant in the district is the most active will help us decide where it should be posted.

6. FF Homyak added slides showing the number of incidents by day of the week and time. In May, Saturday was the worst, closely followed by Tuesday. YTD information shows the same, while the highest number of incidents occur during morning and afternoon rush hours.
- ii. DO Progress – Two people have passed their DO certification test since the May Board meeting. Five others people still need to get certified and are planning to take the class in the next few months.
 - iii. Wildland Deployment
 1. Training Lieutenant Barnaby has done a lot of work and made a lot of progress towards getting the District signed up. There is a lot of administrative work required in order to get into the Resource Ordering System (ROS), which is the list that the US Forest Service uses to track available resources across the nation when there is a need for expanded emergency services. The next step is to submit a letter of intent to Ft. Collins dispatch stating that the HFPD wants to be on the master list.
 2. There are six people who are willing to go on deployments. None are certified as an engine boss so we would need to pull one from one of the surrounding districts, although a couple of the FFs are close to getting this certification. Going on deployments gives the FFs access to extra training that cannot be offered within the District. Offering this type of training and activity has already generated additional interest from potential District volunteers.
 3. The remaining administrative hurdles mean that crew and apparatus deployments likely won't take place until some time next year. Single resource deployments could be possible this season. Chief Trevithick would need to sign up on a monthly basis and, if local conditions indicate that the District might need all available resources, he could temporarily withdraw from the program.
 4. The federal government does not compensate FFs or reimburse wildland deployment expenses for at least a few months. The District would therefore need to front the money needed to compensate the FFs and then wait for government reimbursement. Director Snyder asked Chief Trevithick to work with Training Lieutenant Barnaby to put together a proposal on payments, reimbursements, timelines and estimated expenses, to get a sense of what this would look like. The Board will evaluate the financial viability of the proposal and it could serve as the first rough draft for department policy on wildland deployments.
 5. Board note: Once the Department has a proposal outlining the deployment program for both personnel and vehicles – including how adequate coverage for the District will be ensured – the Board will consider it.
 - iv. Vehicle Titles –All the paperwork is ready to go and just needs Chief Trevithick's signature. We can get the title and plates on 2831 and the plates for 2832 but we cannot get the title until the lease has been paid off.
 - v. Bunk House Needs

1. Training Lieutenant Barnaby secured ~\$15,000 worth of furniture from Woodley's. The Association is going to make them a plaque to thank them at one of their monthly meetings.
2. Remaining cost to furnish the bunkhouse is estimated between \$3,000-\$4,000. Large part of that cost is for a riding lawn mower to maintain the property but he is hoping to get one donated. Director Koslov offered to donate a self-propelled lawn mower but it might not be adequate for the size of the property. Training Lieutenant Barnaby noted that it's difficult to assess what the actual needs are; current needs will likely differ from future needs when the building is being remodeled and the FFs are at the bunkhouse full-time.
3. The only way on-shift FFs are notified about a call is if they are monitoring IamResponding or by radio. Chief Trevithick would like to get a system of speakers that runs through all areas to ensure that calls are heard everywhere in the station and in the Green House. Director Synder requested that Chief Trevithick assemble a list of equipment and associated costs to install an alerting system throughout the complex and present it at the next Board meeting.
4. A Hygiene resident donated a washer and dryer to the Department and requested that the HFPD made a donation to the cemetery as payment. Director Brinkman made a motion to donate \$200 to the Hygiene cemetery in Donna Sadar's name in appreciation for donating the washer and dryer. No second but motion was approved by general consensus.
5. A MOTION was made by Director Brinkman to give Training Lieutenant Barnaby a \$1,500 budget to outfit the bunkhouse with furnishings and equipment. Director Snyder seconded and the motion was approved by unanimous vote. The budget is not to be used for property improvements. Further appropriations will be considered at the next meeting for items that are not covered by the budget. Chief Trevithick will work with Training Lieutenant Barnaby to put together a complete list of remaining items for the July meeting.

vi. Current & anticipated IT Expenses

1. Auxiliary Volunteer Barnaby is working on several things, including security backups and file sharing that will allow multiple users to simultaneously access Department files and information in a secure way. Firewalls and additional wireless access points will be supplied and endpoint security on all of the PCs and tablets. He is also planning to set up both on-site backups and cloud backups. He stressed the urgency of getting these security steps in place for the protection of the Department and all of its members. He will provide the Board with an outline of the infrastructure, security, backups, disaster recovery and business continuity that he plans to implement, as well as anticipated costs or donations.
2. Auxiliary Volunteer Barnaby is getting \$4,000-\$5,000 worth of security hardware donated and requested that the corresponding savings be used to supplement the bunkhouse budget and ensure that the FFs have everything that they need.

- vii. County Ambulance Contract – Mike Chard, Director of the Office of Emergency Management, informed us that the County is negotiating a contract with one of the bidders to provide ambulance service. Service levels are not expected to change significantly from what AMR was providing. We will know more at the July meeting.
- viii. Issues & Opportunities
 - 1. Training Lieutenant Barnaby offered to give the Board a chance to do some training and see what the FFs do on a day-to-day basis. He suggested setting a “Board Academy” on one day per month for the next few months and then see if the Board would like to continue. Director Baldrige will poll the other Board members and see who is interested and what day/time would work.
 - 2. Chief Trevithick reiterated that the Shift Staffing Program is still working well and there is a clear benefit to always having multiple people on-site to respond immediately to calls.

VII. OLD BUSINESS

- a. Hygiene Sewer – Director Koslov reported that there is not enough interest from the community. Too many of the residents have spent a lot of money installing their septic systems as required by Boulder County and aren’t willing to spend even more money to get onto a sewer system. The HFPD will not be taking further action on this item.
- b. FF serving on BOD, SOP
 - i. Director Baldrige is fine with the changes that Director Snyder made to the SOP, although it is still in draft form and will need further review. Director Baldrige will clean it up and send the final draft out for review. She requested that each Board member send their comments to her and she will compile the responses and bring them to the next meeting.
 - ii. Three officers stated their strong opposition to having a volunteer FF serve simultaneously on the Board and wanted to have it on record. Some of the reasons given involve the conflict of interest in having a FF serving as his/her own boss. It muddies the chain of command and has the potential for confusion on calls. They expressed opposition to having anyone other than the Chief serve as the liaison between the FFs and the Board, particularly when it comes to discussions of disciplinary action of fellow FFs. Nor is it productive to have a Board member that has to recuse him/herself for all votes in which there is a conflict of interest, resulting in possible tie vote between the remaining four members.
 - 1. In response, Director Baldrige pointed out that, until recently, the Board has always had volunteers serving simultaneously as Board members; that we assume the ability to distinguish which hat is being worn; that we don’t have the luxury of large pools of candidates for either the Department or the Board; and that the SOP will allow for dismissal of the Volunteer/Board member if there is any impropriety.
- c. Shift Staffing Program
 - i. Selection paid/Volunteer – 22 members would like to be part of the Shift Program, 13 members would like to be Volunteers and 1 member is still unknown.

1. Chief Trevithick will be a volunteer fire chief and a part-time administrative employee.
 - i. Pension – The FPPA confirmed that part-time employees can be set up in a non-FPPA pension plan but their definition of part-time is under 1600 hours per year. Most part-time employees are working more than 1600 hours per year, which means that they are full-time employees by FPPA standards. Director Snyder will try to find someone who specializes in FF pensions who can give advice on the best course of action.
- d. Board Bylaws – Director Snyder created a draft of the bylaws and sent it to the rest of the Board members. Director Baldrige is going to combine the draft with elements of other Districts’ bylaws, attorney suggestions, and Hygiene-specific goals. She will then send it to the other Board members for review by July 1st, with the goal of being adopted at the July meeting.
- e. Roof – Director Snyder reported that he emailed specs to 13 roofers. There was a walkthrough scheduled for today and five roofers showed up. Bids must be submitted to Adam Turner by July 6th and they will be discussed at the July Board meeting.
- f. Association Bylaws/SOPs Status – The next Association meeting will be the third reading of the bylaws and therefore can be voted on. Director Baldrige will ask Training Captain Benzel to send a copy of the bylaws to the Board.
- g. Strategic Plan: Mission, Values, Goals – Director Baldrige will attempt to send a draft of the mission statement to the Board for review by July 1st.
 - i. Director Snyder would like to set a public Board work session on a monthly basis. The Board agreed to meet on the Saturday preceding the regular Wednesday Board meeting. The first work session will take place on Saturday, July 7th at the Green House. Director Koslov will notify the Division of Local Government about the additional meetings.
- h. Transport Options – No discussion
- i. 501c(3) status – Director Baldrige would like to apply for non-profit status in order to facilitate and encourage donations to the District. The lawyers have advised that this be set up as a District organization, rather than a Department one. She will find out more about the costs and steps it would take to get the 501c(3) designation.

VIII. NEW BUSINESS

- a. Election of Board Officers
 - i. Director Brinkman nominated Scott Snyder to serve as Board President, seconded by Director Baldrige. Approved by unanimous vote.
 - ii. Director Baldrige nominated Steve Brinkman to serve as Vice-President, seconded by Director Koslov. Nomination was approved.
 - iii. Director Baldrige nominated Judy Koslov to serve as Secretary, seconded by Director Brinkman. Approved by unanimous vote.

iv. Director Brinkman nominated Molly Baldrige to serve as Treasurer, seconded by Director Koslov. Approved by unanimous vote.

- b. Steak Dinner – The dinner will be held at the Green House on September 22nd.
- c. Christmas Party – The party is held on the first Friday in December. Chief Trevithick will check with the Shupes to see if a reservation can be made for December 7th.
- d. Christian Toohey, President of the Hygiene Community Association, stopped by the meeting to invite Chief Trevithick to judge the pie contest at Hygiene Hay Days and possibly have the Department assist with traffic control. Chief Trevithick isn't available but offered the Department's help in whatever way possible. The Association would also like to have a truck available for inspection and whatever fun and education the Department can offer.
- e. A MOTION to approve the registration funds for any Department teams and individuals who want to enter the Firefighter Combat Challenge in August was made by Director Baldrige, Director Brinkman seconded. Approved by unanimous vote.

IX. ADJOURNMENT – A MOTION to adjourn the meeting was made by Director Brinkman at 9:47 PM. Director Baldrige seconded and the motion was approved by unanimous vote.

Motion/Resolution Summary:

- MOTION to accept the May minutes
- MOTION to donate \$200 to the Hygiene cemetery in Donna Sadar's name in appreciation for donating the washer and dryer
- MOTION to give Training Lieutenant Barnaby a \$1,500 budget to outfit the bunkhouse with furnishings and equipment
- MOTION to approve the registration funds for teams and individuals to enter the Firefighter Combat Challenge in August
- MOTION to adjourn the meeting

ACTION ITEMS:

Chief Trevithick

- Work with Training Lieutenant Barnaby to put together a proposal on payments, reimbursements, timelines and estimated expenses for wildland deployments
- Assemble a list of equipment and costs associated with installing an alerting system throughout the complex, and present it at the next Board meeting
- Work with Training Lieutenant Barnaby to put together a complete list of remaining items to furnish the bunkhouse and present at the July meeting
- Check with Shupe's to see if a reservation for the Christmas party can be made for December 7th

Auxiliary Volunteer Barnaby

- Reinitiate Maggie Personeus' Hygiene Fire email account long enough that she can get into Box.com and transfer ownership to Jen
- Provide the Board with an outline of the infrastructure, security, backups, disaster recovery and business continuity that will be implemented, as well as anticipated costs or donations

All Board Members

- Send comments on the Volunteer/Board Member SOP to Director Baldrige

Director Koslov

- File copies of the new Board member oaths, updated surety bonds, and the Canvass Board's certification with the Division of Local Government

Director Baldrige

- Confirm that our bank is certified as a public depository
- Find out more about the requirements for the Official Custodian and make a report at the July meeting
- Advise the Board on the investment policy drafted by the attorney and give recommendations at the July or August meeting.
- Poll the other Board members to see who is interested in doing the "Board Academy" and what day/time would work. Follow up with Training Lieutenant Barnaby
- Clean up Director Snyder's version of the SOP and send the final draft out for review. compile the responses and bring them to the next meeting
- Combine Director Snyder's draft of the bylaws with elements of other Districts' bylaws, attorney suggestions, and Hygiene-specific goals. Send the bylaws to the other Board members for review by July 1st, with the goal of being adopted at the July meeting
- Ask Training Captain Benzel to send a current copy of the Association's bylaws to the Board
- Send a draft of the mission statement to the Board for review by July 1st
- Find out more about the costs and steps it would take to get the 501c(3) designation

Director Snyder

- Find someone who specializes in pensions and the FPPA

Executive Assistant to the Board

- Send the May minutes sent to FF Cunningham to post on the Hygiene FD website
- Transfer any files that Dave owned on Box.com, remove him as an editor, and add Don Cole so that he can access the online files