

Hygiene Fire Protection District
PO Box 83, Hygiene, CO 80533
Board of Directors Regular Meeting Agenda
Wednesday June 14, 2017
7:00 pm

Directors in Attendance: Scott Snyder, Dave Beeman, Molly Baldrige. Steve Brinkman and Judy Koslov absences are excused for this meeting.

Department Personnel: Chief Chad Bollacker, Maggie Personeus

Meeting Attendees: None

- I. PENSION BOARD AS NEEDED – Chief Bollacker informed the board that Paul Bashor is unable to attend tonight.
 - a. Chief Bollacker will work with him to transfer the pension benefits from Gordon Kennedy to his family.
 - b. There is a funeral award that the Board offers the family of deceased firefighters. Director Baldrige will provide a check for the family.
- II. CALL REGULAR MEETING TO ORDER – Regular meeting called to order at 7:11pm.
- III. AUDIENCE COMMENTS FOR ITEMS NOT ON AGENDA - Please limit comments to five minutes - None
- IV. APPROVE THE MAY MEETING MINUTES – Director Snyder asked that note of excused and unexcused absences be recorded. Maggie has added this to June’s minutes and will do so moving forward. MOTION: Director Baldrige moved to approve the May minutes. Seconded by Director Beeman and passed unanimously at 7:14pm.
- V. REPORTS
 - a. Treasurer’s report
 - i. May Financials – Review and discussion of the documents provided by Director Baldrige ahead of time.
 1. Review of Profit and Loss and Balance Sheet for the month and year-to-date.
 - a. Nothing unusual or of concern.
 - b. The increased mill levy taxes have increased income.
 - ii. Review of Pay-Per-Shift program financial information provided by Director Baldrige.
 1. Information includes number of calls, date of shift coverage, number of shifts covered, cost of shift coverage, pay grade of individuals covering shifts,
 2. The staffing coverage is heaviest on Mondays and Fridays.
 3. So far, only one Sunday shift in 5 months has been covered.
 4. Director Baldrige addressed the times that Chief Bollacker has, approved three people to cover shifts at a time. The procedure set is: up to two responders covering at a time.

- a. Director Baldrige does not believe that exceptions to this procedure should be approved as incentive for volunteers to assist with duties at the fire station.
 - b. The pay-per-shift program is intended to increase the number of responders at the station, closer to call locations.
 - c. Director Snyder agrees with Director Baldrige's statements.
 - iii. Book Keeper Search
 1. Director Baldrige has an appointment scheduled with a potential candidate.
 2. Director Baldrige will update the board in the July meeting.
- b. Secretary's report
 - i. Maggie updated the board on the Box.com accounts and status of the archive and retention project.
 1. Maggie has built about half of the folders and sub-folders including tags to indicate how long each item within the folder needs to be retained.
 2. Maggie will reach out to each board member when/if she needs their assistance.
 3. Director Baldrige will assist Maggie in reviewing financial documents to ensure that nothing is disposed of erroneously.
 - ii. Call Data – Director Koslov is not in attendance but sent her call data information to the board beforehand. Review of Director Koslov's updated tables.
 1. Chief Bollacker will have data on number of vehicle accidents on Hwy 66 for the board members in the July meeting.
 2. Response Time - All calls met the 80% goal in May.
 3. Number of Responders – May responders has met the goal for EMS calls but not for Non-EMS calls.
 4. Day versus Night – Most calls occur during the day.
 5. Shift Count – The most shifts were covered on Fridays in May. The number of shifts covered has increased each month. At this time, Chief Bollacker is included in these numbers but Director Baldrige asked that he remove himself from the numbers.
 6. Ambulance Response Times – The department hasn't set a goal for Ambulance Response Times because they are out of our control.
 7. ALS versus BLS calls – There were more BLS than ALS calls in May.
- c. Chiefs Report
 - i. May Calls – There were 21 total calls. There have been 122 total calls year to date. If this trend continues, we will end the year with a higher than usual number of calls.
 - ii. Apparatus Updates
 1. New Brush truck, Update: The truck is in progress, the 75% inspection went well. There is a change order of \$4100 for a few additions and/or changes to the design/layout of the truck. Director Baldrige will contact the shop to see how the department will pay for the changes. They are estimating delivery in approximately 2 weeks. Once it arrives it will go to radio shop in Boulder to have radios programmed. Then brought to the station to stock and get in service.

2. New QRV and Command update, Command vehicle is in Greeley and bed is being installed next week. It will then go out to get logo and striping as well as radios and emergency lighting. Should be in service by end of month. QRV Is scheduled to hit the manufacturing line late July with a mid-August delivery date
 3. 2803 is out of service for repairs. The repairs were delayed in order to use for Gordon's funeral. It is being taken to shop on Friday to begin repairs.
- iii. Station Updates
1. Exterior of Station cleaning still underway. Plans to lay sod or fake grass around Flag pole island and island on south side of pad by generator to take place last week of June.
 2. Bid process has begun to redo the asphalt on the east side of station.
 3. H&M Mechanical came out to service Air Conditioner unit.
- iv. Recruitment/Hiring Process
1. We will be swearing 5 individuals in at the June Business Meeting. One of which will be taking on the Training Officer/Captain role.
 2. We have 4 applications that we will start in a process mid to late summer. One of which is a current Paramedic with Denver Health Ambulance and has prior Fire Experience.
 3. Ambulance Update
 - a. No updates at this time with current AMR response plan.
 - b. Response times from AMR are ranging from 11-22 Minutes with an average of 18 minutes from tone to arrival.
- v. Marijuana Grow Facility Update
1. Chief Bollacker was informed of a possible second marijuana grow facility in the district. He will contact Boulder County to get more information.
- vi. Public Relations
1. On the last day of school, firefighters took part in Hygiene Elementary Schools last day celebration and handed out popsicles to the students, teachers, and families.
- vii. Training
1. We currently have two firefighters that are taking some Department Officer development training, working towards becoming Lieutenants.
 2. Date is to be determined, but in planning stages of setting up Active Shooter training response at Hygiene Elementary as well as schools in Lyons. Joint training between Boulder County Sheriffs, Hygiene, Lyons, and School District.
 3. Swift water Rescue Training taking place in June
 4. Starting in August we will be starting the next round of Driver Operator classes.

5. Hygiene will be hosting an IV class for current EMTs looking to obtain IV certification, and also to serve as a refresher for some. Class schedule is TBD but planned for late summer
- viii. New Developments/Houses/Businesses
1. Plans are being submitted for a new house off of Rozena
 2. Waiting on completion of a couple residential homes for inspections.
- ix. Misc.
1. Chief will be out of State Sunday, July 9th-Sunday, July 16th.
 2. Will be ordering testing equipment in April to allow us to perform flow tests on Fire Hydrants within the District
 3. Hydrants in District are being numbered for our tracking records, testing is planned to begin in July.
 4. Currently waiting on word for a grant through Department of Homeland Security for Ballistic PPE for Firefighters.
 5. New newsletter is posted on website. The Board had no knowledge of or input for this newsletter.

VI. OLD BUSINESS

- a. Dave: Laptop/Scanner set-up for Maggie – Has all been completed and is working well.
- b. Steak Dinner – Director Snyder has researched catering options.
 - a. Discussion of possible dates. Chief Bollacker suggested a Friday or Saturday evening. Starting around 5:00pm.
 - b. Director Baldrige suggested some additional catering options.
 - c. Director Snyder suggested July 29th as the first choice and August 5th as a second option. Director Snyder will contact additional caterers and see what dates they have available.
- c. Goals
 - i. Board Bylaws and SOPs: Molly – No Update
 - ii. Establish Level of Service for HFPD Medical Response: Scott – No Update
 - iii. Establish Level of Service for Medical Transport Service: Scott – No Update
 - iv. Get record keeping system set up - filing, organization, preservation, accessibility of docs: Judy/Maggie – Maggie updated the board during the Secretary's Report.
 - v. Strategic Plan: Steve – Chief Bollacker has worked with Steve on this.
 - vi. Review Statement of Purpose: Chief – Chief Bollacker is still working with the attorneys and will send an update to the board in a week or so.
 - vii. Verify all employees have proper tax withholding: Molly – Working with ADP; Insurance; Dave – No Update; Job Descriptions: Completed a Job Description for Maggie's position and sent it to the board for review.

VII. NEW BUSINESS

- a. MOTION: Director Baldrige moved to enter into Executive Session for the purpose of discussing Fire Chief Chad Bollacker's annual performance review. Director Beeman seconded, and the motion passed unanimously at 8:33pm.
- b. MOTION: Director Baldrige moved to return to regular meeting. Seconded by Director Beeman and approved at 8:53pm.
- c. The board will hold a Special Meeting on June 29th at 7:00pm to discuss the Fire Chief's annual performance review.

VIII. ADJOURNMENT – MOTION: Director Baldrige moved to adjourn. Seconded by Director Beeman and passed unanimously at 8:53pm.

Motion/Resolution Summary:

MOTION: Director Baldrige moved to approve the May minutes. Seconded by Director Beeman and passed unanimously at 7:14pm.

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Director Tasks

Everyone

- Organize the steak dinner

Steve

- None

Molly

- Meet with bookkeeper or bookkeeping firm and report back in the July meeting
- Review Financial Documents to assist Maggie and the retention/archiving project
- Provide Gordon Kennedy's family with their funeral award funds
- Arrange \$4100 payment for change order to the brush truck

Scott

- Contact caterers to obtain price and availability information for the steak dinner

Judy

- Update calendar as needed and include board members responsible for each item.
- Update the Call Log graphs with data for the next meeting.
- Work with Maggie on retention/archiving project

Dave

- None

Chad

- Continue updating the auto/mutual aid agreements.
- Send the board finished auto aid/mutual aid agreements for their information.
- Continue to provide call and responder data to Judy and include what kind of equipment was used on ALS and BLS calls.
- Update the Statement of Purpose and send it to the directors.
- Assist Paul Bashor to transfer pension benefits to Gordon Kennedy's family.
- Bring data on number of vehicle accidents on Hwy 66 to the July meeting
- Find more information on the possible second marijuana grow facility in district.

Cody

- None

Maggie

- Work with Judy to organize and implement the document archive and retention project.