

Hygiene Fire Protection District
PO Box 83, Hygiene, CO 80533
Board of Directors Regular Meeting Agenda
Wednesday, January 13, 2016
7:00 pm

Board Members in Attendance: Director Scott Snyder, Director Molly Baldrige, Director Judy Koslov, Director Dave Beeman, Director Steve Brinkman (via Skype)

Pension Board: President Paul Bashor, **Secretary** Assistant Chief Cody Trevithick

Department Personnel: Chief Chad Bollacker, Captain Chris Citrola Lieutenant Keith Parinello, Maggie Personeus

- I. PENSION BOARD – Paul Bashor was nominated and elected at the Hygiene Firefighter Association Meeting in December to serve another term on the Pension Board. Assistant Chief Trevithick moved to appoint Paul Bashor as the President of the Pension Board. Director Snyder seconded the motion and it passed unanimously at 7:08pm.
 - a. Director Snyder received a Pension Annual Census from the FPPA.

- II. CALL MEETING TO ORDER - Meeting called to order at 7:15pm

- III. APPROVE THE REGULAR MEETING MINUTES - Director Baldrige moved to approve the December minutes, Director Koslov seconded, and it passed unanimously at 7:16pm.

- IV. OFFICER’S REPORT
 - a. Treasurer’s report
 - i. New CPA – Director Baldrige contacted a CPA firm based out of Denver.
 - ii. Adopt 2016 Budgets
 1. Operating – Election costs budgeted into “Professional services”.
 2. Pension – Reviewed pension budget and the table Director Baldrige compiled. Budgets from 2014 and 2015 were included in the table to show comparison.
 3. Discussion on budget concerns opened.
 - a. Director Koslov discussed concern that the cost of Professional Services is second only to Payroll in the operating budget.
 - b. Director Brinkman moved to adopt the budgets. Director Beeman seconded the motion and Director Koslov abstained from voting. The motion passed

with four votes. Director Snyder signed the Resolution/Motion.

4. Director Baldrige will email Director Koslov the operating budget for submission to DOLA.
5. Board will approve December 2015 financials in the February BOD meeting.

b. Secretary's report

- i. Operating budget was submitted to DOLA before the end of the month.
- ii. SDA Renewal - Director Koslov paid this.
- iii. HFPD Calendar
- iv. Map – Rachel Parinello at The Boulder County Assessor's Office made a set of maps illustrating the District's boundaries.
 1. Six parcels are currently in both HFPD and Longmont Fire. These parcels do not need to be removed unless the property owners request it.
 2. Director Brinkman suggested exclusion costs be the responsibility of the developers and not HFPD.
- v. Board Election & Advertising – Director Brinkman served as Designated Election Official (DEO) during the last election. A new DEO will need to be appointed. Tim Cunningham may be able to fill this role.
- vi. The call for nominations must be posted in Times Call by February 18th.
- vii. Duties of the DEO
 1. Run the election, write description for the ballot, collect ballot responses, and certify election results.
 2. Chief Bollacker volunteered to be DEO if Tim Cunningham is unable.
 3. The SDA and DOLA have training classes on DEO duties.
 4. All board members except Director Brinkman will be up for election.
- viii. Transparency Notice – Has been filed with DOLA and The Clerk's Office.
- ix. Director Koslov reviewed the final draft of the Harassment Policy.

V. CORRESPONDENCE - None

VI. OLD BUSINESS

- a. City of Longmont Exclusion – The first exclusion Brien Schumacher discussed is scheduled for a final hearing.

- b. Diversity and Harassment Policy and Training – Chief Bollacker finalized the written document with the board’s comments. He will distribute to the entire department and collect acknowledgment sheets.
 - i. Director Brinkman moved to approve the written document. Motion seconded by Director Koslov, and it passed unanimously at 8:25pm.
 - ii. Chief Bollacker created a form for Officers to record complaints brought to the department’s attention. He will alter the form, to make it a form that the complainant will fill out. This form will record the incident in the complainant’s own words.
 - iii. Chief Bollacker is exploring classroom training options.
- c. Insurance: Chief Bollacker and Director Beeman to meet with Agent – The meeting will be rescheduled due to weather. Policy renewal June 2016.
- d. ESCI Report – ESCI is correcting and finalizing the document and will send it to the board shortly. An education piece explaining acronyms and language will be included.
- e. Reviewed the Proposed Boulder County HazMat Authority Budget Theory
 - i. Report has inaccurate information for population and assessed value.
 - 1. HFPD has roughly 4,000 residents but report states 750 residents.
 - 2. Uses the assessed value from 2013.

VII. FIRE CHIEF’S REPORT

- a. There were 11 total calls in December
 - i. Accident, Auto – 4, Medical – 5, Fire Alarm – 1, Grass Fire – 1
- b. There were 74 total training hours in December
 - i. Firefighter Training - 18 Hours, Medical Training - 21 Hours, Haz Mat Training - 2.5, Rescue Training - 11.5, Driver/Operator Training – 1, Officer Training – 20
- c. New Brush truck, Truck Committee met Monday and finalized a few items for the specs. Specs sent out and awaiting for quotes.
- d. 2802 OOS. Will never return to service. Director Koslov moved to sell it at auction. Director Baldrige seconded, and it passed unanimously at 8:56pm with an amendment to remove the memorial plaque before auction.
- e. ISO Review complete, Official report will be 4-6 months out
- f. Efforts to improve Incident Reporting, a little head way still looking at options.
- g. Annual Pancake Dinner coming up on February 27th
- h. Apparatus bay lighting, Lights have been ordered, as soon as they receive payment they will ship lights and we will have them installed.

- i. Upcoming Fire Academy 3 FF for Firefighter 1 Academy and 1 for Firefighter 2 Academy.
- j. The 2015 Safety Grant has been submitted for reimbursement and as of today was forwarded from their Grants Manager to their Finance Team for check to cut.
- k. Applied for a \$100,000 grant through the State for SCBA's, working on grant for Volunteer Firefighter Assistance Grant due at the end of the month.
- l. New Display case to show off some of the history
- m. New Driver Operator Program

VIII. NEW BUSINESS

- a. City/HFPD Overlap Map – Discussed earlier in the Secretary’s Report

IX. AUDIENCE BUSINESS - None

X. DEEP DIVE – Capital needs, next five years

- a. HFPD Future
 - i. Standard of Service Goals: response time, capacity/capability
 - 1. Fire Suppression: Defensive/Offensive – equipment currently meets needs.
 - 2. EMS: ALS/BLS, Transport – primarily a BLS department.
 - 3. Rescue: Extrication; Ice; Water: Surface, Sub Surface, Fast; Collapse; High/Low Angle; Search
 - a. HFPD has basic vehicle extrication equipment. Not adequate for larger farm equipment extrication.
 - 4. Haz-Mat: Awareness, Operations, Tech, Command
 - a. Department has 22 volunteers that are ops level training for Haz Mat. Department has adequate equipment for Ops level Haz Mat calls.
 - 5. Majority of calls are medical. Department has appropriate equipment for the medical calls received.
 - 6. Closer ambulance station discussed.
 - a. Discussion on approaching AMR regarding a closer ambulance station opened. Current Ambulance is coming from Boulder Rural Fire Station 1.
 - b. Mill Levy Increase
 - i. Chief Bollacker recommends a 5 mill increase to replace trucks and make improvement to the station.
 - 1. He suggested a staggered approach. First year 3 mill, second 1 million, and third year 1 mill increase.

2. Ten year replacement of apparatus, requires \$2,062,000 in the next ten years.
- ii. Directors Koslov and Snyder suggested a special meeting/work session be held to discuss in more detail.
 1. The board will meet again January 31st at 1:00pm. Director Snyder will compile an agenda. The additional discussion will include;
 - a. Staff: Administrative, first responders;
 - b. Training: contract instructors; off-site courses; simulators;
 - c. Equipment: trucks, cars, hose, water appliances, forcible entry, extrication, SCBA, breathing air compressor, fitness equipment, office, software we need \$1,105,000 to replace equipment in the next five years.
 - d. Facilities: additional station; addition to main station; furniture
 - e. How do we pay for it
 - i. Increase Operating Budget
 - ii. Bond Election
 - iii. Lease Purchase
 - iv. Shared Resources

XI. ADJOURNMENT - Director Baldrige moved to adjourn. Director Koslov seconded and it passed unanimously at 10:15pm.

Director Tasks

Everyone

- None

Steve

- None

Molly

- Email the operating budget to Judy for DOLA submission
- Email the board information about new CPAs before selection.

Scott

- Compile agenda for work session on January 31st.

Judy

- Submit operating budget to DOLA.
- Send SDA renewal.

Dave

- Meet with Chad and insurance rep. to go over insurance policy.

Chad

- Finalize and distribute the written Diversity policy. Collect acknowledgement sheets.
- Create forms for department complaints.
- Meet with Dave and insurance rep. to make introductions and go over insurance policy.

Cody

- None