

Hygiene Fire Protection District
PO Box 83, Hygiene, CO 80533
Board of Directors Regular Meeting Agenda
Wednesday, November 11, 2015
7:00 pm

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

Department Personnel: Chief Chad Bollacker, Assistant Chief Cody Trevithick

Meeting Attendees: Maggie Personeus, Brien Schumacher, Paul Bashor

- I. PENSION BOARD
 - a. Paul Bashor filed the paperwork for Ken Sadar's pension.
 - b. Director Baldrige sent the allocation reports from the FPPA. The numbers are right on track with what we expect and need.
 - c. There is a fee of \$729 which has been deducted from the pension balance for actuarial expenses. Should we reimburse this fee using district funds?
 - d. Paul Bashor made a motion to create a policy that as long as the costs are insignificant, then we pay for the actuarial expenses from the pension balance. Motion seconded by Director Beeman and passed unanimously at 7:34pm.
 - e. Paul's term is up at the end of this year. He plans to run again and will submit the paperwork online.
 - f. Watches should be accounted for in the new budget. We need approximately seven at about \$500 each. Paul will send Director Baldrige the exact amounts ASAP.

- II. CALL MEETING TO ORDER – Director Snyder called the meeting to order at 6:59pm

- III. APPROVE THE REGULAR MEETING MINUTES – Director Baldrige made a motion to approve the minutes, Director Beeman seconded, and it passed unanimously at 7:37pm.

- IV. OFFICER'S REPORT
 - a. Treasurer's report – Financial statements distributed before the meeting. Everything looks fine so far.
 - b. Secretary's report – None

- V. CORRESPONDENCE - None

- VI. OLD BUSINESS
 - a. City of Longmont Exclusion: Brien Schumacher, City of Longmont
 - i. Director Snyder recused himself from this conversation because of his employment with the City of Longmont.
 - ii. The property owner of the land (to be excluded) mistakenly applied for exclusion from the Mountain View Fire District in 2002, rather than from the HFPD.

- iii. There are 120 homes with a total assessed value of \$2.5 Million. Annual taxes are between \$10,000-11,000.
- iv. The exclusion paperwork for filing has been prepared by Dan Cramer, Deputy City Attorney.
- v. Chief Bollacker asked if the district will incur any costs in the process of excluding this land – Brien stated that if there are any costs, they will be minimal.
- vi. Brien will check in with Mr. Cramer tomorrow and get back to the board with the official paperwork.
- vii. Director Baldrige made a motion to allow Director Snyder to sign the paperwork to exclude the property discussed. Director Koslov seconded, and it passed unanimously at 7:14pm. (This section of the regular meeting preceded the Pension Board meeting, in order to allow Mr. Schumacher to leave.)
- b. Discuss Status of ESCI Report
 - i. Chief Bollacker submitted the missing call information from Boulder County to ESCI
 - ii. This was the last information they needed.
- c. Harassment Training
 - i. Chief Bollacker compiled a Workplace Harassment and Discrimination Policy and Compliant Procedure document.
 - ii. He researched several other policies to compile this document.
 - iii. There will be a form at the end for firefighters to sign to be kept on file.
 - iv. Chief Bollacker would like the board to review the document and give him feedback by Friday, November 20th.
 - v. The board would like the District's legal counsel to also review and approve the final document.
 - vi. There will be a live trainer every other year and DVD training provided for all new hires and in between the live training years.
 - 1. The first live training is planned for February 2016.
 - 2. Chief Bollacker will email the DVD training options to the Board for member input
 - vii. Director Snyder would like a personnel manual given to all firefighters. Chief Bollacker has already been compiling a manual that he will send to the board for review.

VII. FIRE CHIEF'S REPORT

- a. There were 13 total calls in October
 - i. Accident, Auto – 3, Medical – 8, Grass Fire – 1, Assist – 1
- b. There were 95 total training hours (several hours due to Fire Academy)
 - i. Firefighter Training - 62.5 Hours, Wildland Fire Training – 7, Medical Training - 11 Hours, Rescue Training – 2, Driver/Operator Training - 9.5, Other Training - 3 Hours
- c. 2830 OOS (out of service). Is back in service and running great. Needed a new low pressure oil pump. Department advised 2830 is to only be used in extreme need and with officers' approval.
- d. New brush truck will cost approximately \$180,000. Need to meet with truck committee to finish some options before getting final quotes

- e. 2831 was OOS for a few days due to repairs
- f. 2802 OOS. No new Information
- g. Door codes changed. Everyone's individual door codes are programmed
- h. ISO review under way, initial paperwork completed, now completing hauled water section. ISO onsite the 15th of December for review
- i. Efforts to improve incident reporting tabled till next month. A couple minor changes have been made to address FF Bashor's concerns.
- j. New Harassment Policy.
- k. 2016 Budget
- l. Kinsco - Invoice issue has been figured out and taken care of.
- m. Christmas Party - December 4th at Shupe's
- n. Promoted Lt. Chris Citrola to Captain, and promoted Don Cole to Lieutenant.
- o. Strawberry Circle Development is being built out. 5 new homes starting.
- p. Center heater in apparatus bay went out. New control head ordered, awaiting arrival for install.
- q. Christmas Party attendees. Paul brought up the issue of firefighters and board members that RSVP but then don't attend. This is disrespectful and costs the District money.
- r. This is a financial loss that we would like to avoid this year. How should we handle this? Chief Bollacker will discuss the importance of attending to the firefighters.

VIII. NEW BUSINESS –

- a. 2016 Budget – Chief Bollacker provided his new budget draft.
 - i. The income projected for 2016 has a 14.21% increase from 2015.
 - ii. We will need to approve the 2016 budget at the December meeting.
 - iii. Chief Bollacker will make the changes that the board discussed and will send the new draft out to the board for review.
- b. Tabor - Director Baldrige checked and confirmed that the district isn't subject to any limitation on the revenue increase of \$301,143.
- c. We need to hire a new CPA. Director Koslov and Chief Bollacker will send Director Baldrige the names of some CPAs that they know.
- d. We need to account for a formal audit in the budget. This should be about \$4,000.
- e. The board recommends that professional services be increased to \$33,500 to accommodate for potential phase two from ESCI, audit of our finances, and any legal and printing costs for the election.
- f. Mill Levy for 2016 – Once we review Phase One from ESCI we can determine and explain if we need a mill levy increase. March 2016 is the first deadline to ask for a mill levy increase.
 - i. Director Brinkman emailed the Board the mill levy information and truck replacement timelines that Chief Bollacker presented previously.
- g. Director Baldrige asked that one board member be the point of contact for insurance information. Director Beeman volunteered to fulfill this role.
- h. Post Office – The tenant can renew his lease for an additional five years with no objection. His second five year extension will expire in May 2021.

The rent had been established in the original lease. Director Snyder made a motion to allow Director Baldrige to contact the tenant of the post office that we will honor the second five year extension. Director Koslov seconded and the motion passed unanimously at 9:50pm.

IX. AUDIENCE BUSINESS – None

X. DEEP DIVE –

a. Needs going forward

i. Equipment

ii. Facilities – Chief Bollacker and Assistant Chief Trevithick would like to fix drainage problems and repave the parking area to alleviate the settling of the station building.

iii. Personnel

1. Employee Assistance Program – Chief Bollacker would like to have counseling available for firefighters that have experienced traumatic calls.

XI. ADJOURNMENT – Meeting was adjourned at 10:01pm.

Director Tasks

Everyone

- Give Chad feedback on the harassment policy by Friday, November 20th.

Steve

- None

Molly

- Contact the tenant of the Post Office to extend his lease for the second five year period.

Scott

- Sign the City of Longmont land exclusion paperwork once Brien confirms that it is ready.

Judy

- Send Molly the names of any CPAs that you know.

Chad

- Make the changes to the budget that the board discussed and send the new draft to the board for review.
- Send Molly the names of any CPAs that you know.
- Email the DVD training options to the board.
- Complete the firefighter manual for board review the first quarter next year.
- Discuss the importance of RSVP'ing accurately for the Christmas party with the firefighters.
- Research Employee Assistance Program options.

Cody

- None