

**Hygiene Fire Protection District**  
**P.O. Box 83, Hygiene, CO 80533**  
**Board of Directors Regular Meeting Agenda**  
**Wednesday, May 9, 2018**  
**7:00 p.m.**

**Directors in Attendance:** Scott Snyder, Molly Baldrige, Dave Beeman, Judy Koslov and Steve Brinkman.  
**Department Personnel:** Acting Chief Cody Trevithick, Pension Board Chair Paul Bashor, Training Lieutenant Kamron Barnaby, and E/A to the Board Jennifer Cook  
**Meeting Attendees:** John Zweck

- I. PENSION BOARD AS NEEDED – Nothing to report
- II. CALL REGULAR MEETING TO ORDER – Regular meeting called to order at 7:07 PM
- III. AUDIENCE COMMENTS – John Zweck would like the Fire Department to investigate the possibility of extending the Longmont sewer lines into Hygiene. The installation process would be relatively simple but the cost would be significant. Sewer work is not within the purview of the HFPD but, as a local district, we could possibly introduce the idea and encourage residents to meet to discuss the topic. Director Koslov will email Andrew McArthur to get his take on the situation.
- IV. APPROVE THE MARCH MEETING MINUTES – MOTION to accept the April minutes, with the stipulation that the date of the meeting be corrected, made by Director Koslov, Director Brinkman seconded. Approved by unanimous vote.
- V. REPORTS
  - a. \*Letter from Don Cole asking BOD to reconsider the ban on Board members serving as Fire Fighters
    - i. MOTION by Director Baldrige, seconded by Director Beeman, that volunteer FF be allowed to serve on the board under certain conditions, including: if there is a shortage of applications; if it would better serve the district; and there are no other active FFs on the Board.
      1. Further stipulations would be that the FF: cannot serve as a command officer while on the Board; will refrain from voting on any issues related to benefits to the FFs; will adhere to all applicable state statutes pertaining to conflicts of interest on Board matters that directly affect FFs, including pension issues; will refrain from participating in Board decisions on volunteer personnel.
    - ii. Director Snyder presented reasons why a FF should not serve be allowed to serve on the Board, including: it puts the Chief in the difficult position of possibly having to address performance issues to a subordinate who is also his superior; the Chief cannot freely address personnel matters to the board; when the FF must recuse himself from voting, it puts additional burden on other Board members; any

appearance of preference to the FFs assignments, gear, discipline – or lack thereof – could be seen as preferential treatment and affect morale; whether deserving or not, the Chief couldn't give recognition to the FF without giving the appearance of favoritism; and Board meetings are already open to all members of the department so there is no need for a designated “spokesman” FF to bring issues to the Board.

1. The proposed SOP allows for the possibility of having a FF serve as a Board member if there is a “need,” but this could be viewed as a decision based on personality and not need.
  - Director Snyder proposed that the SOP state that the determination of need be established before nominations are made and interested individuals have been identified.
- iii. VOTE: The Board voted on Director Baldrige's motion that volunteer FFs be allowed to serve on the board under the stipulated conditions. The motion was approved.

b. Treasurer's report

- i. Review 1<sup>st</sup> Quarter Financials – No change from what was presented in the March financials, with the exception of a few items that were moved into different accounts. The items were moved into different categories that more accurately reflected their purpose. There was no change to the bottom line.
  1. MOTION by Director Brinkman to approve the Q1 financials, seconded by Director Koslov. Approved by unanimous vote.
- ii. April Financials – Review and discussion of the documents provided by Director Baldrige ahead of time.
  1. Two line items are overbudget, community outreach and equipment. The community outreach expense is high because supplies were ordered without consulting the budget. Proportional to the total budget, the amounts are inconsequential but Chief Trevithick will remind everyone to check the budget before ordering anything. Equipment is high because a significant portion the total is for expenses that were approved for the 2017 budget but not billed until 2018. Once those 2017 expenditures are removed, Equipment is exactly where it should be for this point in the year.
  2. The Building line item is very low because we are no longer going ahead with the station remodel. Once the lease on the next-door property is signed, this number will eventually include the annual rental cost.
  3. Now that we are in the process of upgrading security for the in-house network, Director Baldrige would like to see a breakdown of the current and anticipated IT expenses, and which categories they will fall into. A lot of technologies and companies are going to be used in the upgrade and we need to be able to see how they will be employed to ensure that there are no redundancies or holes when we transition onto the new setup. Auxiliary volunteer Bob Barnaby is working with FF Cunningham to put this information together. Chief Trevithick will connect with FF Cunningham to get his list of technologies and clarify the purpose for which they are being used. The same will be requested from Auxiliary volunteer Barnaby as he moves through the installation process.

- iii. Review protection for District Funds – Director Baldrige emailed the attorney about finding better locations to keep District funds but has not yet received a response.
- c. Secretary’s report
  - i. Election Matters
    - 1. The District election for the two Board member spots took place on May 8<sup>th</sup>. Jen reported that the initial results show that Directors Brinkman and Beeman are in the lead but official results won’t be known for another week. There is an additional 8-day grace period for UOCAVA voters to return their ballots and, to protect the privacy of these voters, 10 election day ballots must be withheld from the tally and mixed with the UOCAVA ballots.
  - ii. Set Date/Time for Election Certification & Swear-in of new Board – Will take place at the Board meeting on June 13<sup>th</sup>.
  - iii. Upcoming deadlines – We need to start planning the Christmas party and steak dinner.
  - iv. Archive & Retention Project, Backup system
    - 1. Archiving activities are temporarily been put on hold until after the election.
    - 2. Auxiliary Volunteer Barnaby emphasized the vulnerability of online archiving websites and offered to help create a backup system to secure the online documents. He will present his findings and recommendations to the Board once he has fully explored the system currently in place. Director Koslov will check in with him and request that he give an update at the June Board meeting, including a budget proposal.
    - 3. 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. Maggie doesn’t remember her login information so Director Koslov will contact Box.com to see about making Jen the owner and getting Maggie removed.
- d. Chief’s Report
  - i. FD Performance Report
    - 1. In April, we had 24 incidents and 2/3 of the calls were for EMS services. YTD there have been 83 calls and over 70% were for rescue and emergency medical services.
    - 2. There were a lot of accidents at 75<sup>th</sup> and Ute Highway. Chief Trevithick noticed on a couple of occasions that there seems to be overlap in green lights that face different directions, which could be contributing to the high number of accidents. He reported this to the state but they didn’t see any evidence of a problem. There need to be 5 deaths in a 1-year period at an intersection before the state will consider making adjustments to it.
    - 3. AMR response times were good in April. With the exception of the call that was downgraded to non-emergent, all were under 20 minutes.

4. The county contract with AMR is up and multiple ambulance agencies have submitted bids. Boulder County residents are dissatisfied with the 30-minute allowance for ambulance response times and there are a lot of agencies competing for the contract.
  5. The number of responders per call is very good. In April there was a minimum of 4 responders and a maximum of 9, depending on the type of call.
  6. FF Homyak added slides showing the number of incidents by day of the week and time. In April, Saturday was the worst, closely followed by Friday. The highest number of incidents occur between 3 and 4pm.
  7. There was a request to track department response times, from call to arrival of the first responder on the scene. FF Homyak will add this information to the performance report, including the number of responders. The SOP goals for response times were based on the national standard but if the goals can be improved, we need a baseline of information for evaluation.
  8. It was also requested that we track the number of times that a person gets transported when an ambulance is called to the HFPD, as a means to assess the financial viability of ambulance service if it were provided by the Department. FF Homyak will add this information to the performance report.
  9. FF Homyak suggested that the Board use ISO metrics as a baseline when formulating goals for the Department.
- ii. DO Progress – There are people testing and others that are preparing to retake the test. Another training class will take place in June.
  - iii. Wildland Deployment – Chief Trevithick called the state and confirmed that any revenue that we get from wildland deployments can be used for any program that we wish. Training Lieutenant Barnaby set up the Department’s State Emergency Response Commission (SERC) agreement with the state, which lists the apparatus that we have available for wildland deployments and how much compensation we require for their use. That list will be submitted to the division of the US Forest Service that tracks available resources across the nation, which can then be called upon when there is a need for expanded services. 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.
  - iv. Vehicle Titles – All the paperwork has been submitted to get the plates on 2832 but we cannot get the title until the lease has been paid off. We never got the title to 2831.
  - v. Issues & Opportunities
    1. AMBULANCE – The ambulance agency for the county is considering the possibility of housing one of their ambulances at the fire station in either Lyons or Hygiene. In general this would benefit the District since it would promote faster response times to 911 calls but finding the extra space on the property will be difficult. The ambulance service will provide both an EMT and a medic so we would also need to figure out living quarters to accommodate the extra people. The sheriff is in charge of EMS for the whole county and he lives in Hygiene so he could be helpful in securing an ambulance for the District. Not a lot of action can be taken until the new county contract is awarded and we know who will be managing ambulance

service. In the meantime, Chief Trevithick will continue to try to find out more information on the best way to structure the logistics and compensation in order to streamline the possibility of having an ambulance in the District.

## VI. OLD BUSINESS

### a. Shift Staffing Program

- i. Selection paid/Volunteer – Some of the officers would like to operate as paid part-time staff for their administrative duties, while still serving as volunteer FF when they go on calls.
  - Director Beeman will check with the Worker’s Compensation insurance company to see if they will allow Chief Trevithick to be categorized as both a volunteer FF and part-time paid Chief.
- ii. Pension – A full-time paid Chief must pay into the FPPA but it isn’t clear whether this is true for part-time employees. Director Snyder will contact the FPPA to get more information.
- iii. Workers Comp – Director Beeman will coordinate with Training Captain Benzel to get the final count on who is a volunteer and who is a paid part-time employee.

### b. Sadar Property Lease

- i. We have the option to lease on a month-to-month basis, or we can commit to a full year. One of the reasons for renting the property adjacent to the Station is for living quarters for the on-shift FFs, in conjunction with the Shift-Staffing Program. Director Koslov noted that there was no value to committing to an annual lease unless the Shift-Staffing program will be enforced for an equal period of time.
  1. A MOTION was made by Director Brinkman to lease the adjacent property on a month-to-month basis. Seconded by Director Koslov and passed by unanimous vote.
- ii. The lease is scheduled to start on May 10<sup>th</sup>. The owner will offer a free week of rent if the Department will complete a series of tasks (specified by the owner) around the yard. Training Lieutenant Barnaby and a few other FFs have already completed some of the work and it was agreed that the Department would complete the list of tasks needed to satisfy the offer. Director Baldrige provided the list of jobs to Training Lieutenant Barnaby, who will take charge of delegating the remaining items.
- iii. We may need to make some room in the budget to outfit the rental property with beds, chairs, etc. Training Lieutenant Barnaby and a few others have been working on trying to get items at cost or possibly donated. Once they have a clear idea of what they can get and what will need to be purchased, they will bring the list to the Board for approval.
- iv. Chief Trevithick will work on getting utilities set up at the rental property and see if they can send a single bill showing both accounts.

- v. Director Brinkman suggested that the homeowners insurance for the Station might cover the rental property.
- c. Roof – With the exception of setting a specific bid date, the design is ready to be sent out to bid and Director Snyder will start soliciting bidders tomorrow. He is hoping that FF Turner could be the point of contact for this project in light of his experience working for the Public Works department in Longmont.
- d. By-Laws/SOP Status – Barring the need for additional changes, the bylaws will have been read and voted on three times before the end of the month, at which point they can be accepted.

## VII. NEW BUSINESS

- a. Strategic Plan and Goals – The strategic plan was discussed at the working meeting on Saturday. Multiple plans from other Departments were reviewed, which helped refine the mission statement and craft the vision of what the Board wants for the HFPD. Director Snyder wrote up a first draft and it will be reviewed at the next working meeting on June 9<sup>th</sup>.
- b. Transport Options – Director Snyder put together a handout that lists possible transport options for ambulance service in Hygiene. This will be discussed at the working meeting on June 9<sup>th</sup>.

## VIII. ADJOURNMENT – A MOTION to adjourn the meeting was made by Director Brinkman at 9:27 PM. Director Baldrige seconded and the motion was approved by unanimous vote.

### Motion/Resolution Summary:

- MOTION to accept the April minutes
- MOTION to allow FFs to serve on the Board under the conditions laid out by Director Baldrige
- MOTION to approve the Q1 financials
- MOTION to lease the adjacent property on a month-to-month basis
- MOTION to adjourn the meeting

### **ACTION ITEMS:**

#### **Chief Trevithick**

- Send an email (personal account) to the school district and invite them to potential future meetings on the possibility of getting a sewer line into Hygiene.
- Remind everyone to check the budget before ordering anything
- Connect with FF Cunningham and Auxiliary Volunteer Barnaby to get a list of technologies and associated companies, and clarify the purpose for which they are being used.
- Continue to try to find out more information on the best way to structure the logistics and compensation in order to streamline the possibility of having an ambulance in the District
- In conjunction with Training Lieutenant Barnaby, delegate the list of jobs that need to be completed at the rental property to get a week of free rent

- Get utilities set up at the rental property and see if each can send a single bill showing both accounts

### **FF Homyak**

- Track department response times, from call to arrival of the first responder on the scene, including the number of responders and add this information in the performance report
- Add a slide to the performance report that shows the number of times that a person gets transported when an ambulance is called to the HFPD

### **Director Koslov**

- Email Andrew McArthur to get his take on the possibility of extending the sewer system into Hygiene
- Check in with Auxiliary Volunteer Barnaby and request that he give an update at the June Board meeting, including a budget proposal
- Contact Box.com to see about making Jen the owner and getting Maggie removed

### **Director Beeman**

- Check with the Worker's Compensation insurance company to see if they will allow Chief Trevithick to be categorized as both a volunteer FF and part-time paid Chief
- Coordinate with Training Captain Benzel to get the final count on who is a volunteer and who is a paid part-time employee

### **Director Snyder**

- Contact the FPPA to get more information on whether part-time employees are required to pay into the FPPA
- Get in touch with FF Turner to ask whether he could be the point of contact for the roof project

### **Executive Assistant to the Board**

- Send the April minutes sent to FF Cunningham to post on the Hygiene FD website