

**Hygiene Fire Protection District  
P.O. Box 83, Hygiene, CO 80533  
Board of Directors Regular Meeting  
Wednesday, March 11, 2020  
7:00 p.m.**

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

**Directors Not in Attendance:** NONE

**Department Personnel:** Chief Cody Trevithick, EMS Lieutenant Travis Sugg, and E/A to the Board Jennifer Cook

**Meeting Attendees:** District Residents Brian Sanders and Steph Sharma, DEO Marty Butley, FFs Ryan, Nabarrete, and Fillmer

- I. PENSION BOARD AS NEEDED – None
  
- II. CALL REGULAR MEETING TO ORDER – Regular meeting called to order at 7:04 PM
  
- III. AUDIENCE COMMENTS FOR ITEMS NOT ON THE AGENDA – None
  
- IV. APPROVE MINUTES
  - a. Regular Meeting, February 12, 2020 – A MOTION to approve the regular meeting minutes was made by Director Baldrige. Director Cole seconded and the motion was approved by unanimous vote.
  
- V. REPORTS
  - a. Treasurer’s Report
    - i. Year-end Financials – The audit doesn’t indicate that we’ll need to make any changes, so we can approve the December financials. Income for the year is 4% higher than budgeted and the expenses are 20% lower. This is a good situation to be in, but it suggests that we may not be budgeting as well as we could. A MOTION to approve the year-end financials was made by Director Brinkman. Director Koslov seconded and the motion was approved by unanimous vote.

- ii. February Financials – The balance sheet and budget-to-actual reports were reviewed. Accounts above ~17% (1/6<sup>th</sup> of a year) were noted. Our income is high for this point in the year because we received a large property tax revenue deposit. The Community Outreach account is high because of front-loaded expenses related to mailing the newsletter alert postcard. Professional Services is also front-loaded with expenses related to preparing our Exemption from Audit application. Nothing is unusual, or of concern.
  
- iii. Audit Status – It is being finalized and will be submitted to the Department of Local Affairs by the July 31<sup>st</sup> deadline. (Regular June 31<sup>st</sup> deadline to submit an audit was extended due to COVID-19.)
  
- iv. Banking Consolidation Status – Consolidating down to two accounts with Bank of the West is nearly complete. We are in the final steps of getting checks, transferring payroll, and transitioning all auto-pay expenses onto the new account. Once these processes are complete, the final step will be to close the remaining two superfluous accounts.
  
- v. Investment Group Decision – Director Baldrige presented a spreadsheet comparison of the three investment group options available to us: Colotrust, CSafe, and CSip. All three meet state statutes and none of them are risky. Based on her conversations with each of these groups, Director Baldrige recommends the Board narrow their consideration to either Colotrust or CSafe. CSafe fees are higher but they offer better yields. There are two investment pool options for both groups: a safer pool and a slightly more risky pool. The difference in yield is significant in the safer pools, but the spread drops way down in the riskier pool. Both have same day liquidity and no withdrawal or transfer fees. The final deciding factor between the two pools came down to the custodians. The custodian for Colotrust is Wells Fargo, while US Bank is the custodian for CSafe. Most of the Board would prefer not to invest with Wells Fargo in light of the recent lawsuits and banking scandals that have emerged in the last few years. A MOTION to invest in CSafe in the amount of \$100,000 to start (further investments will be determined by a cash flow projection to be completed by Director Baldrige) was made by Director Brinkman. Director Snyder seconded and the motion was approved by unanimous vote.
  - 1. Director Baldrige brought resolution 2020-01, which confirms the investment in CSafe and establishes a secondary authorized contact. It authorizes Director Baldrige – and her eventual successor on the Board – to execute this investment, and allows for the option to write checks from the investment account. We don't intend to write checks from this account, but the option is there if we would like to

do so in the future. Director Brinkman volunteered to serve as the second contact

- A MOTION to approve Resolution 2020-01 was made by Director Baldrige. Director Brinkman seconded and the motion was approved by unanimous vote. Directors Snyder and Koslov signed the resolution.

b. Secretary's report

i. Upcoming deadlines – None

ii. Election Update – Marty Butley reported that we have received two Self-Nomination forms. Since we are past the deadline for further submissions, the election has officially been cancelled. Brian Sanders and Scott Snyder will fill two of the three available Board positions.

1. According to the December 11, 2019 Board Meeting minutes, the Board officially voted to appoint Marty Butley as the Designated Election Official, but it doesn't appear that we have a signed resolution confirming that fact. To correct the issue, Marty brought a form documenting the steps taken up to this point in time, and the Board President and Secretary can attest to the veracity of the actions and timeline with their signatures. Marty will file it, along with the Notice of Cancellation for the election, with the state.
2. Newly elected officials must their Oaths of Office no later than 30 days after the date of the regular election (May 5<sup>th</sup>) and the Oaths must be filed with the Office of the Clerk and Recorder before a Director can take official Board action. The two newly elected Board Members will take the Oath of Office at the May Board meeting and Director Koslov will sign them. Director Baldrige will secure surety bonds for the members and send them to Director Koslov, who will file the Oaths and bonds for both Board members, no later than 30 days after the regular election.
3. There were three open seats and two have now been filled. After the May 5<sup>th</sup> election date, the Board has 60 days to appoint someone to fill the third position. Director Koslov has agreed to serve until we find a replacement. Meeting attendee Steph Sharma has expressed interested in filling Director Koslov's position. Steph will send her resume to the Board for review, and attend the April meeting to answer any additional questions.

c. Chief's Report

- i. ALS vs. BLS Calls – EMS Lieutenant Sugg reported that, in 2019, we had 228 total calls. Of the 228 calls, 64 required transport out of Hygiene: 49 ALS and 15 BLS.
  1. In response to questions at the February meeting, EMS Lieutenant Sugg explained that a call is classified as ALS or BLS, based on the procedures or drugs that are given to the patient, and gave examples of each.
  2. Since we still don't have a solution to getting our own ambulance right now, we are working on expanding the type and degree of care that we can offer. EMS Lieutenant Sugg is optimistic that we will soon be operating as a full BLS agency. Most drugs that we will be using (Narcan, Epi doses, Albuterol etc.) have already been ordered. If any of our drugs get within 2-3 months of their expiration date, they will be switched out with new ones from AMR. Due to the higher number of calls they go on, AMR cycles through drugs much faster, and can use the ones we trade out before they reach the end of their shelf life. AMR does not provide us with new drugs; they only replace existing ones, so drugs used by the Department for medical trainings will not be replaced.
- ii. Property Lease for Fuel Tanks – Boulder County requires 16-gauge fuel tanks and ours are 14-gauge, which is a difference of .0155-inches. Because our tanks meet all the other requirements except thickness, we are going to move ahead and install them in front of the station. The Board has the ability to override the County requirements because the HFPD is a Special District. Chief Trevithick will inform the County of the plan and, if there is any pushback, the Board will back him up on the decision.
  1. A MOTION to install the current fuel tanks in front of the station (as a temporary location) was made by Director Snyder. Director Brinkman seconded, with an amendment by Director Koslov that the installation will be done to code. The motion was approved by unanimous vote.
    - In the long term, we would like to have the fuel tanks located in a less conspicuous, but still easily accessible, location. Once we secure our own training grounds, the tanks may be moved onto that property.

iii. Shift Coverage – In February, 89.6% of the shifts were covered, meaning that there were six 12-hour shifts that were not covered. Five of them were day shifts and, on one of those days, there were two calls. Both calls were answered and handled by volunteer responders. One night shift was not covered, but there were no calls during that period. Every other shift had at least one person, and the majority had two. As of this meeting, all shifts in March have been covered by at least one staff member.

1. Both Chief Trevithick and Assistant Chief Benzel are proactive about following up on shifts that are not fully covered, and volunteers are notified in advance on those occasions when a shift does not have staff coverage.

iv. Other Issues & Opportunities

1. LEU Status – Their Board is reviewing the agreement. Assuming that they don't propose any changes, the agreement will be signed and sent back to the HFPD Board for final signatures.
2. Pancake Supper – The pancake supper went very well and may have been the best year overall, profit-wise. A lot of locals supported the event with both supplies and manpower. Mountain Fountain generously donated all of the meat products, Walt Pounds of Fair Farms contributed all of the eggs, and Dutch Bros Coffee was kind enough to both provide, and serve, all the coffee for free.
3. Fleet Maintenance – Using Mountain View for fleet maintenance is going very well. The rates they charge are much better than what we were paying before and their service is much faster. Some of the vehicles sent out for repairs/maintenance have even come back the same day.
4. Training – Chief Trevithick is planning conduct a couple of live burns on Saturday as a wildland refresher. If the weather doesn't cooperate on Saturday, they will be rescheduled for Sunday.
5. The Colorado Division of Fire Prevention and Control is going to have their mobile driving simulator unit at the Hygiene Fire Station April 6<sup>th</sup>-10<sup>th</sup>. They will conduct several training sessions throughout the day and participants will have the chance to "drive" a variety of apparatus that may not be part of their respective fleets. Hygiene members can start signing up this weekend and will have scheduling priority.

- Mountain View and a few other Departments have already signed up for training slots.
6. Incident Data Analysis – Director Koslov collaborated with Chief Trevithick to do some statistical analysis of incident data from February 2020. She presented five summary slides of her findings:
- i Complaints Reported by Dispatch vs. Primary Action Taken
    - Traffic accidents are the most common complaint reported.
    - BLS was the most common primary action
  - ii Personnel vs. Apparatus
    - The fewest number of responders on an incident was three, and the most was fourteen.
    - The fewest number of apparatus on an incident was one, and the most was five.
  - iii Zone vs. Location Type
    - Most incidents happen in the Southwest quadrant of our District.
  - iv Incident Type and AMR/Boulder County Sheriff
    - There were 20 total calls in February and AMR responded to 14 of them.
  - v Day/Time
    - Most common time for in incident to occur is 11am-12pm.
    - No day was more common than another for incidents taking place in February

## VI. OLD BUSINESS

- a. Newsletter – As a means to encourage signups, we are offering anyone who registers for the newsletter by March 15<sup>th</sup> the chance to win one of two \$20 gift cards to Dutch Bros Coffee. The postcard notices alerting people to the newsletter have not generated as much interest as we were hoping. So far, only 15-20 people responded to the postcard mailer by signing up to receive email communications.

- i. Since the postcard did not generate the number of signups that we were expecting, we are going to make another attempt to encourage residents. Anyone who registers for the newsletter by tax day (April 15<sup>th</sup>) will have a change to win another \$20 gift card to Dutch Bros, as well as an HFPD challenge coin.
- b. Current Service Status – See Chief’s Report V.c.i.
- c. Fleet Use Policy, Molly – Director Cole spoke with our insurance providers, who confirmed that we are not covered to use vehicles for non-department business, nor for non-department members to ride in department vehicles. Ride-alongs are okay if a waiver has been signed. Director Snyder will get Longmont’s SOP on this issue to use as a guideline for developing HFPD’s fleet use policy. Director Baldrige offered to write a draft.
- d. Partnership Opportunities – Both Mountain View and Lyons present possible partnership opportunities. Partnerships are the direction we will likely need to go in the long term, as a means to expand our resources and shorten response times. The financial requirement for manpower and building expenses will continue to increase, but the best we can hope for is that our tax-paying territory will maintain its current levels. Transitioning to a partnership or authority may be a difficult adjustment for the FFs, but the priority is what will be the most beneficial for our taxpayers.
  - i. Chief Trevithick received an email invitation to a meeting next week with the Chiefs of both Mountain View and Lyons. No specific agenda, but the topic of collaboration is likely to be part of the discussion.

## VII. NEW BUSINESS

- a. EMS Lieutenant Sugg reviewed the safety procedures that the HFPD is following for patients with symptoms of the coronavirus, or who fit the profile of someone who may have been infected, including: recent international travel, contact with someone who tested positive, etc.

## VIII. AGENDA NEXT MONTH

- a. Work Session? - No discussion
- b. Regular Meeting – Due to the coronavirus travel restrictions, Director Brinkman may be able to attend the meetings in March, April and May after all.

- IX. ADJOURNMENT – A MOTION to adjourn the meeting was made by Director Brinkman at 9:35 PM.

Motion/Resolution Summary:

- MOTION to approve the February 12, 2020 regular meeting minutes
- MOTION to approve the year-end financials
- MOTION to invest in CSafe in the amount of \$100,000
- MOTION to approve Resolution 2020-01
- MOTION to install the current fuel tanks according to code in front of the station
- MOTION to adjourn the meeting

**ACTION ITEMS:**

**Chief Trevithick - NONE**

**Assistant Chief Benzel - NONE**

**All Board Members - NONE**

**Director Snyder**

- Get Longmont’s SOP on this issue to use as a guideline for developing HFPD’s fleet use policy

**Director Baldrige**

- Secure surety bonds for the new Board members and send them to Director Koslov

**Director Koslov**

- File the Oaths of Office and surety bonds for the new Board members no later than 30 days after the regular election

**Director Brinkman - NONE**

**Director Cole - NONE**

**Executive Assistant to the Board**



- Send the February minutes to Chief Trevithick and Brian Sanders to post on the Hygiene FD website