

Hygiene Fire Protection District
PO Box 83, Hygiene, CO 80533
Board of Directors Regular Meeting Agenda
Tuesday, November 8, 2016
6:00 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, Maggie Personesus, Paul Bashor

Meeting Attendees: None

- I. PENSION BOARD AS NEEDED – Mr. Bashor asked the board if there are term limits for pension board members. Chief Bollacker said, to his knowledge, there are no term limits. Assist Chief Trevithick’s position on the pension board is up for reelection in December 2016.
- II. CALL REGULAR MEETING TO ORDER – Meeting called to order at 6:07pm.
- III. AUDIENCE COMMENTS FOR ITEMS NOT ON AGENDA - Please limit comments to five minutes –
 - a. Director Koslov brought up the marijuana grow facility planned for Hygiene. Chief Bollacker will discuss it further in his Chief’s report.
- IV. APPROVE THE OCTOBER MEETING MINUTES – Director Koslov moved to approve the October minutes. Seconded by Director Beeman, and passed unanimously at 6:09pm.
- V. REPORTS
 - a. Treasurer’s report – Nothing unusual
 - i. Approve 3rd Q Financials – Director Koslov moved to approve the third quarter financials, seconded by Director Brinkman, and passed unanimously at 6:10pm.
 - ii. Chief Bollacker reminded the board that a \$10,000 equipment charge will be coming up. This item was budgeted for so doesn’t require board approval.
 - iii. Review October Financials
 1. Director Baldrige asked the board if it is acceptable to make the pension payment one month early. The board agreed.
 - iv. Discussion of the HFPD Fund worksheet which will be posted to the website.
 1. This is a document that Director Baldrige created to show the public how district funds are being held.
 2. The Firefighter Association funds are independent of the HFPD Special District funds.
 - v. Director Snyder asked the board if there is interest in hiring an accountant to assist Director Baldrige as Treasurer. The board would like to consider this option and discuss further at a later meeting.

1. Director Baldrige will look into different possibilities for working with the accounting firm that conducted the recent audit, for accounting questions during the year, since they are familiar with accounting for special districts.
- b. Secretary's report
- i. Director Koslov updated the board on upcoming deadlines.
 1. Nominations for Pension Board will take place at the Association Meeting in December.
 2. The Christmas party will be December 2nd. Chief Bollacker will send price information to Director Baldrige once the menu is planned. The donation to use the facility will come from the Firefighter's Association.
 3. December meeting is when the 2017 budget needs to be adopted. Director Baldrige will be out of the country for the normally scheduled regular meeting. The December Regular meeting will be moved to the 22nd at 7:00pm.
 - ii. Director Koslov reviewed the updated Call Time and Responder Tables with the October 2016 data included.
 1. Number of responders for non-EMS calls is below the goal.
 2. Chief Bollacker will continue to provide data to Director Koslov.
 3. In summary, it appears that for EMS calls, we are responding with the appropriate amount of responders but slower times. For Non-EMS calls, we are responding quickly but with too few responders in relation to the goals set.
- c. Chiefs Report
- i. October Total - 23 Calls
 - ii. Year-to-Date Calls - 11/7/16 – 212 calls
 - iii. Apparatus Updates
 1. -New Brush truck, Update: No Updates at this time.
 - a. Ordering of new command vehicle and QRV vehicle should take place in Late November early December. Estimated arrival date would be 60-90 days after ordering from dealership. After taking possession of vehicles, potential of another 30 days before placed in service after logo/stripping, radios, siren, and lights installed. Dependent on vendor install time and when they can get the vehicles in the shop.
 - b. No further apparatus issues to report at this time.
 - c. Researching other options for either a new mechanic or an alternate mechanic for performing work on apparatus.
 - iv. Station Updates
 1. Station exterior cleanup and tree/bush trimming started, still in progress.
 2. Annual hose testing is scheduled to be completed by the end of November.
 - v. Recruitment/Hiring Process
 1. We have 6 candidates that will swear in at the end of November.

2. We have 2 EMTs that just started the Hiring Process.
- vi. Ambulance Update - At this time it appears that AMR will be remaining in the county. The official final word should be determined at the Ambulance Committee Meeting on November 15th. Chief Bollacker will be at the meeting to voice our concerns and get any information that he can from the meeting. He will email BOD's the evening of the 15th with the information obtained from the meeting.
- vii. Marijuana Grow Facility Update
 1. The Marijuana Grow Facility proposal went in front of the Longmont City Council for final approval of the water tap to the property. The Longmont City Council denied the water tap stating they will not continue to supply the property with water if the property is switched from a residential structure to a commercial structure. Chief Bollacker is currently in discussions with the county, to find out for sure if this property change is being taken off the table or not.
- viii. Public Relations
 1. Chief Bollacker and two firefighters took part in Halloween festivities and costume parade at Hygiene Elementary School and handed out candy to all the kids at the school.
 2. We will be placing an engine in the Lyons Christmas Parade on Saturday December 3rd
 3. We will be placing an engine in the Longmont Christmas Parade on Saturday December 10th, and will be having some Boy Scouts with a local Boy Scout troop riding and walking with us.
 4. Install of new sign poles at station for banners will begin the week of the 14th.
- ix. Training
 1. No special training scheduled for November.
 2. The Colorado Division of Fire Prevention and Control has a driving simulator trailer that will be at the Boulder County Regional Training Facility in December. Hygiene has a few time slots reserved to have driver operators and future driver operators go through the driving simulator.
- x. Misc
 1. Budget Request Priority list in Box folder
 2. Hygiene Christmas Party scheduled for Friday December 2nd at 6:30pm. Lyons covering Hygiene District
 3. FF Kevin Wright has been promoted to the rank Lieutenant
 4. Hygiene will be covering Lyons Fire District on Saturday December 10th for Lyons Christmas Party
 5. Updated Mutual Aid agreements sent out, waiting on the signed return of them.
 6. Auto Aid agreements still in progress, goal of having the new auto aid agreements done by end of November.

VI. OLD BUSINESS

- a. Chief Job Description – Director Baldrige had some questions about leave/holiday amounts. These amounts will be recorded/monitored on

Chief Bollacker's timesheets. Director Snyder will be in charge of keeping track of leave/holiday time.

- i. Chief Bollacker asked about the training requirements listed in the description.
- ii. Director Baldrige moved to approve the Chief's Job Description, seconded by Director Beeman, and passed unanimously at 7:08pm.
- b. Shift Incentive Program – Director Baldrige asked if the shift incentive program should be focused on medically trained responders first. FF Bashor and Chief Bollacker provided feedback that shifts should be covered by firefighters that are trained for all types of calls and not only EMS. 75% of calls are EMS.
 - i. The board reviewed the SOPs that Chief Bollacker created for the shift incentive program.
 - ii. Director Snyder would like to exclude untrained firefighters from pay for covering shifts.
 - iii. Chief Bollacker discussed how Lyons is running their shift incentive program. Their experience with shift programs was better than with pay per call, so they dropped pay per call and stayed with the shift program.
 - iv. Director Koslov brought up Director Beeman's concern from the October meeting that if this program is started it may be challenging to discontinue if necessary.
 - v. Chief Bollacker discussed the process for firefighters to sign up for shifts. It would be first come, first served and only two firefighters would be allowed at a time. In some special circumstances, more than two firefighters may be allowed to sign up for a shift at Chief Bollacker's discretion. Director Snyder would like that to be clearly defined in the SOPs. The special circumstances should be explained as well.
 - vi. Director Baldrige wanted to see how this will be tracked. Chief Bollacker explained his plan for scheduling, tracking, and verifying the shift payments. Chief Bollacker will email Director Baldrige the specific details for payments.
 - vii. Chief Bollacker set January 2017 to be the beginning of the program if approved.
 - viii. Director Snyder asked that the board members think about this further and be prepared to make a decision in the December meeting.
 - ix. Director Brinkman thinks that a pay per call program will be more effective at increasing the number of responders, while a pay per shift program will be effective at decreasing response time.
 - x. FF Bashor doesn't think that there will be many firefighters that sign up for the shift program but it may have better results than a pay per call program.
 - xi. Discussion of duties that firefighters can do while on shift in between calls. Since they will be paid for the entire shift, they will be required to complete duties as assigned by Chief Bollacker.
 - xii. Chief Bollacker will update the SOPs and send them to the board.

VII. NEW BUSINESS - None

VIII. DEEP DIVE

- a. 2017 Budget
 - i. Director Baldrige asked the board if an annual audit is a good idea.
 - ii. Director Koslov proposed that audits be conducted every other year.
 - iii. Director Snyder again mentioned that it might be beneficial to have a CPA or bookkeeper involved.
 - iv. Director Baldrige will update the budget and bring it to the December meeting for adoption.

IX. B.O.D. GOALS STATUS CHECK

- X. ADJOURNMENT – Director Baldrige moved to adjourn. Seconded by Director Brinkman and passed unanimously at 8:13pm.

The BOD will meet on Thursday, December 22nd at 7:00pm.

Director Tasks

Everyone

- None

Steve

- None

Molly

- Compile budget for December meeting adoption.
- Consider different working agreements with Cutler accounting firm.

Scott

- None

Judy

- Update calendar as needed and include board members responsible for each item.
- Update the Call Log graphs for the next meeting.

Dave

- None

Chad

- Email BODs the evening of the 15th with the information obtained from the ambulance meeting.
- Continue updating the auto/mutual aid agreements.
- Send the board finished auto aid/mutual aid agreements for their information.
- Upload HFPD Funds Worksheet to website.
- Send Christmas Party price information to Director Baldrige once the menu is planned
- Continue to provide call and responder data to Director Koslov.
- Email Director Baldrige the specific details for pay-per-shift payments.
- Update the pay-per-shift SOPs and send them to the board.

Cody

- None