

Hygiene Fire Protection District
P.O. Box 83, Hygiene, CO 80533
Board of Directors Regular Meeting Agenda
Wednesday, October 11, 2017
7:00 p.m.

Directors in Attendance: Molly Baldrige, Dave Beeman, Judy Koslov and Scott Snyder; Steve Brinkman participated in the meeting by phone.

Department Personnel: Acting Chief Cody Trevithick, Pension Board Chair Paul Bashor, Lieutenant Don Cole, Training Captain Russ Benzel, and E/A to the Board Jennifer Cook

Meeting Attendees: Firefighters Homyak, Caballero, Pacheco, Cunningham, Sugg, and Barnaby

- I. PENSION BOARD AS NEEDED – Pension Board meeting was called to order at 7:02 PM. Pension Board Chair Bashor stated that we need signatures on pension authorization forms from all applicants.
- II. CALL REGULAR MEETING TO ORDER – Regular meeting called to order at 7:03 PM
- III. AUDIENCE COMMENTS – None
- IV. APPROVE THE AUGUST & SEPTEMBER MEETING MINUTES – MOTION to accept the August and September minutes made by Director Baldrige, Director Beeman seconded. Approved by unanimous vote. Acting Chief Trevithick requested to have the minutes sent to FF Cunningham to post on the Hygiene FD website.
- V. REPORTS
 - a. Treasurer’s report
 - i. September Financials – Review and discussion of the documents provided by Director Baldrige ahead of time. Nothing unusual or of concern.
 1. At the close of 2017, Director Baldrige projects that we will be \$2,500 under budget, even though special government account practices require that we book the full purchase price of the brush truck in addition to the first payment on the 3-year lease.
 2. Director Baldrige would like to explore some cash needs planning options – including CDs, money markets, etc. – to invest in securities with a slightly higher interest rate than savings accounts can offer.
 3. Vicki Tiedeman was recently hired as bookkeeper to work with Director Baldrige. Vicki is not local to the area and many of the department needs are immediate. This puts Director Baldrige in the position of handling more of the bookkeeping duties than originally intended but they are working to format a feasible system.
 4. Director Baldrige provided Acting Chief Trevithick with a copy of the P/L report from the beginning of the year to give him a reference point to address questions on department purchases and expenditures.
 5. MOTION to accept the 3rd Quarter financials was made by Director Koslov and seconded by Director Beeman. Approved by unanimous vote.

6. Quarterly financials must be posted on the website in the month following board approval.

b. Secretary's report

- i. Upcoming deadlines – The 2018 budget must be adopted by the board before the end of the year.
- ii. Archive & Retention Project – Director Koslov will collaborate with Jen in the near future to resume work on the archiving project.
- iii. Process for Judy to access Incident Reports – Fire Marshall Homyak met with Director Koslov and gave her read-only access to the incident tracking systems. They worked together to determine what data and statistics would be useful at the meeting and Fire Marshall Homyak gave a power point presentation of their findings. If the group feels the information is beneficial, Fire Marshall Homyak will continue to work with Director Koslov to produce and present similar data for the near-term.
 1. Analyzing incident report data shows we are succeeding in regards to response times and coverage, and exposes areas of difficulty where we can focus on improvements. Concerns continue to be (1) number of responders to all but EMS-only incidents, since our goal for the former is 6 and for the latter 2, and (2) some excessive AMR response times. Next steps will involve looking for yearly trends, and establishing which quadrant of the department's territory gets the most calls to determine "danger areas."

c. Chief's Report

- i. Station Roof – The station roof has a number of leaks in it. Acting Chief Trevithick has a roofing company coming out to give an estimate on whether the roof can be repaired or if it needs to be replaced all together. Our commercial insurance may reimburse a portion of the costs if the roofing company determines that the leaks are a result of hail damage.
- ii. AMR response times/second tone – AMR did not respond to the first tone and had to be toned a second time. This has happened before but not for a couple of years. Slow response times from AMR are an ongoing problem.
- iii. Harassment Training – Acting Chief Trevithick called the same group we used for last year's training but has not yet received a call back. He will try again to get a hold of someone.
- iv. Time Clock – The new time clock has been purchased and installed. Training on the new clock-in procedures will be implemented at the next monthly meeting.
- v. Budget for Christmas party and gifts for firefighters – The Christmas party is scheduled for December 1st. Director Baldrige budgeted personnel funds to cover the costs of the catered dinner and gifts for the FFs. Per-person gift expense is approximately the same as last year and Acting Chief Trevithick will meet with the officers to plan the specific gifts and estimate costs.
- vi. Fire/EMS division – Separating Fire training and EMS training within the department is working out well. FF Sugg is handling EMS training and Training

Captain Benzel is responsible for Fire training. Separating the two facilitates tracking and ensures that everyone is being trained in both areas.

vii. Issues & Opportunities

1. Chad Bollacker expressed interest in volunteering at the department. It hasn't been very long since he left so Acting Chief Trevithick will check the bylaws and discuss it with the Association. The Board will support the consensus.
2. Acting Chief Trevithick is waiting on paperwork for the new brush truck (#2832). Once it is received, he will go to the DMV with titles and proof of insurance to get license plates for the new vehicles.
3. The rates for the snow removal company we use are holding steady so we will continue to retain their services for the coming winter. Acting Chief Trevithick will direct them not to push the snow onto the newly landscaped areas.
4. EMS recording is currently done on paper and by hand. There is a service similar to iamresponding.com that would enable the department to track patient care reports better and more efficiently. Acting Chief Trevithick will get more information on whether billing is pro-rated to the end of the year or on a 12-month cycle, and the board will decide how to proceed from there.
5. The 2017 budget included \$25k of revenue from the planned sale of the old brush truck. Acting Chief Trevithick said that it isn't likely that it would sell for much more than \$8k. That being the case, it might be better to keep it for spare parts. No decision until the 2831 is back sometime next month. The Suburban will stay but it has been relegated to a general use vehicle for training and errands.
6. FF Cunningham has made changes to features of iamresponding so that responders can track each other better through GPS on the new iPads. This gives a much more accurate estimate of arrival time. He is also working to map all the hydrants in the Hygiene territory and their respective pressures so that FFs can quickly determine the best on-site fire hydrant to use at the scene.

VI. OLD BUSINESS

- a. Compensation for Acting Chief – Resolved in Executive Session at the September meeting
- b. Pay for Shift Program Policy Review
 - i. Acting Chief Trevithick and FF Sugg met with Director Baldrige and Training Captain Benzel to establish budget restrictions, and design staff configurations to project annual costs based on current shift wages. FF Sugg presented four options to the board. Each option listed the positions to be filled, hourly pay for the positions, and the annual cost for each option.

- ii. Director Baldrige mentioned that there might be pushback from the community if the department were to expend too much of the budget to pay to staff a volunteer fire department.
 - iii. A minimum of three people are needed on every shift to correctly staff any type of incoming call, with the exception of those that are medical only. It's possible to man the station for almost the entire year based on the current number of volunteers. However, some of the volunteers that started under the terms of the Pay for Shifts program would likely leave if the program were discontinued. If we can't staff the station with the current number of volunteers we may be forced to recruit from outside the department.
 - iv. Acting Chief Trevithick, FFs Sugg and Banarby will work with Training Captain Benzel to continue to develop a business plan that ensures 24/7 coverage, and detail how coverage will translate into paid staff and volunteers. The plan will include projected costs for payroll, insurance, pensions, benefits and taxes. It will also provide an estimated timeline of when we could meet the goal of having full-time coverage based on the existing number of volunteers, academy enrollees, etc. Directors Snyder and Baldrige will meet with this team to create the proposal to be presented to the board.
- c. Chad Bollacker Payout – Resolved in Executive Session at the September meeting
 - d. Shift Staffing SOP – Once the details of the Pay for Shift business plan are resolved, Acting Chief Trevithick will put together a finalized draft of the SOP document and send it to the board for review.
 - e. Landscape Improvements – The landscapers started work and everything is looking good. The memorial stone has been moved to the flagpole and is securely anchored in the ground. Low maintenance flowers and grasses have been planted. There's no sprinkler system so it will be the FFs responsibility to water once a week.

VII. NEW BUSINESS

- a. Public Hearing and Resolution to approve 2018 budget – No public attendees
- b. Is the BOD interested in meeting with the Lyons BOD? – Discussion postponed pending business plan review
- c. Chief Selection process – Discussion postponed pending business plan review
- d. Chief Job Description – Discussion postponed pending business plan review
- e. 2018 Budget
 - i. The new ambulance and/or engine was removed from the 2018 budget. The possibility of purchasing one or both vehicles will be reconsidered during the 2019 budget discussion.
 - 1. We may be able to get a grant for the ambulance and associated equipment, in which case it would not need to be included in the budget. The possibility of hiring a professional grant-writer was discussed, the

cost of which would need to be incorporated into the 2018 budget. No decision was made.

- ii. Each department trimmed their proposed budgets to include only their minimum requirements.
- iii. Director Koslov suggested that the number of hours budgeted for the board scribe would not be enough. Director Baldrige will determine how many hours Maggie Personeus was logging for election work and archiving and it will operate as a guide for budgeting for Jen Cook's role.
- iv. Director Baldrige will add a placeholder amount in the Building & Maintenance budget until we know for sure whether the insurance company will cover the cost of a new roof.
- v. Further discussion was postponed pending business plan review

VIII. GOALS

- a. Board Bylaws and SOPs: Molly – Not discussed
- b. Establish Level of Service for HFPD Medical Response: Scott – Not discussed
- c. Establish Level of Service for Medical Transport Service: Scott – Not discussed
- d. Get record keeping system set up – filing, organization, preservation, accessibility of docs: Judy – Director Koslov and Jen will consult with Maggie on status of archiving project and take it forward from there.
- e. Strategic Plan: Steve – Not discussed
- f. Verify all employees have proper tax withholding: Molly; Insurance; Dave; Job Descriptions: Chief – Not discussed

IX. Adjournment – MOTION TO ADJOURN at 9:30. Made by Director Baldrige and seconded by Director Koslov. Approved by unanimous vote.

Motion/Resolution Summary:

- MOTION to accept the August and September minutes
- MOTION to accept the 3rd Quarter financials

ACTION ITEMS:

Acting Chief Trevithick

- Continue trying to get a hold of someone for harassment training.
- Meet with the officers to plan Christmas party gifts for FFs and estimate costs.

- Check the bylaws and discuss with the Association whether Chad Bollacker should volunteer at the department
- License plates for the new vehicles.
- Direct the snow removal company to push the snow away from the newly landscaped areas
- Get more information from the online EMS company on whether billing is pro-rated to the end of the year or on a 12-month cycle
- Work with FFs Sugg, Barnaby and Training Captain Benzel to continue to develop a business plan that ensures 24/7 coverage. Detail how coverage will translate into paid staff and volunteers. Include projected costs for payroll, insurance, pensions, benefits and taxes. Provide an estimated timeline of when we could meet the goal of having full-time coverage based on the existing number of volunteers, academy enrollees, etc.

Director Koslov

- Collaborate with Jen in the near future to resume work on the archiving project.
- Continue to work with Fire Marshall Homyak to produce and present similar data for the near-term. Look for yearly trends, and establish which quadrant of the department's territory gets the most calls to determine "danger areas."

Director Baldrige

- Explore some cash needs planning options – including CDs, money markets, etc.
- Update the budget to reflect the changes discussed in the meeting
- Explore financing costs of renovating FD living quarters based on the results of Director Snyder's research

Director Snyder

- Send copy of the Statement of Purpose to Director Koslov and Jen for archiving, once the county has approved it.
- Research numbers to replace the existing living quarters, including engineering and architects

Executive Assistant to the Board

- Send the September minutes sent to FF Cunningham to post on the Hygiene FD website.
- Meet with Director Koslov to consult with Maggie on status of archiving project