

Hygiene Fire Protection District
BOARD OF DIRECTORS REGULAR MEETING
Fire Station, 7523 Hygiene Road
Wednesday, December 15, 2021
7:00 p.m.

*This meeting was conducted both in person and virtually, via Zoom teleconferencing software.
Brian Sanders was the meeting Host.*

Directors in Attendance: Scott Snyder, Brian Sanders, Steve Brinkman, Devon Martin, and Marty Butley

Directors Not in Attendance: None

Department Personnel: Chief Cody Trevithick, Assistant Chief Russ Benzel, Pension Board Chair Bashor, Fire Marshal Homyak, Shift Lieutenant Wurzer, and E/A to the Board Jennifer Cook

Meeting Attendees: Firefighters Perry, Dunlap, Reece, and Salomon, Marlin Godfrey (Mark....? and Kevin.... Reed or Webb or Esmail)

I. PENSION BOARD AS NEEDED

a. We received only 10% in matching funds from the state and we're having some difficulty getting a clear answer on why it was dropped from the previous 90% rate after increasing the pension payouts to \$400/month. Before increasing the payout, Pension Board Chair Bashor specifically asked the FPPA whether there would be any changes if we increased our pension payouts above \$300/month. He was told that that there used to be restrictions, but that it isn't the way it is now. After seeing only 10% match, he spoke to a woman at the FPPA who never heard of restrictions on the state match if the payouts are raised beyond \$300/month. According to her, we should be able to get the full amount owed from the state, regardless of the payout.

i. Since we've been getting inconsistent answers, Pension Board Chair Bashor collected the 2020 funding ratios, monthly pension payouts, and state matching percentages for a number of other Departments to see if he could determine any consistency or formula. Director Sanders spoke with a woman at DOLA who walked him through our Contribution Calculation Report. It references a Colorado Revised Statute that defines the State match calculation. However, other Districts are funded at a different ratio, and it is tied back to

how much was being contributed between 1998 and 2001, using the highest contribution level during those 3-4 years.

- ii. Director Butley proposed that we write to our state senators and representatives about the unjustness of this law, and how it impacts those who are affected by it. He also suggested that we encourage other Departments to take similar action, so that it is clear that this is a problem that affects virtually all Departments making pension payments.
 1. Director Snyder pointed out that a fair amount of our recently approved mill levy increase will need to be rerouted to the pension fund if the state is no longer going to match at the same level, and we should include that information in our communications with the legislature.
- iii. Director Sanders offered to contact our attorney to look into the situation and see what our options are for reinstating the 90% match from the state.
- iv. Director Sanders made a point to explain why the Actual 2020 pension contribution is the same as the Projected 2021 contribution on the Pension Budget. He mistakenly calculated .5 mills of the current property tax assessment, rather than the previous year, so the 2020 contribution ended up being overfunded by \$200-\$300. Since the calculation is based on the same number, the payments are the same.
- v. Pension Board Chair Bashor asked what we plan to do if we continue to get only 10% in state matching funds. Pay more into it by raising the mill levy contribution amount. Let it dry up? We paid out ~\$94k in benefits last year. Employer contributions ~\$40k, and state paid ~\$33k. On the total investment, we get ~\$19k in interest, dividends, and other income each year, although that will drop if we are not funding at the same level. We are planning to commission an actuarial study in early 2022, to look at the impacts of changing the payouts. Once the study is complete, the Pension Board will request the amount of funding that the Regular Board will need to decide on including in the 2023 budget.

1. Director Brinkman proposed holding off on making any decisions. As of now, our investments are covering any possible loss in state matching funds. Our pension account is also overfunded and have fewer members joining as volunteers. Until we get more information and learn about our options, we don't know what is going to happen with the state match. So, unless we approach the point of being evenly funded – vs. overfunded – we are in good shape. Per Pension Board Chair Bashor, we will decide how we should proceed when we get the results of the actuarial study.

- b. Another former member of the Department passed away last month. Pension Board Chair Bashor expressed disappointment that only a handful of firefighters showed up to the funeral. These people were integral to the Department for a long time and they deserve a greater show of respect and appreciation for their contribution.
 - i. A memorial stone out front was established a few years ago to recognize Firefighters who passed away. It has not been acted on, but any member who put in at least 20 years should have their names added to the stone. There was discussion about whether the names should be attached to the stone with engraved plaques, or if they should be carved directly onto the stone itself.
 1. Director Butley suggested holding a ceremony whenever a name is added, at which Department members and their families can attend to pay their respect. It was proposed that the remembrance ceremony take place on Firefighter Memorial Day, which is observed each year in October.

 2. Pension Board Chair Bashor will work on putting together a list with the names of those who have served for at least 20 years. We will decide whether to use plaques or stone carving once we know how many names will be added. The Association will cover the cost.

II. CALL REGULAR MEETING TO ORDER – Regular meeting called to order at 7:43PM

III. AUDIENCE COMMENTS FOR ITEMS NOT ON THE AGENDA - NONE

IV. APPROVE MINUTES

- a. Regular Meeting, November 11, 2021 – There are a number of small gaps in the November meeting minutes due to weather-related connectivity issues. Jen was not able to attend this meeting to discuss the missing information, so the vote was postponed until the January meeting.
- b. Special Meeting, November 27th, 2021 – The minutes were not ready so the vote was postponed until the January meeting.

V. REPORTS

a. Treasurer's Report

- i. The 2022 Budget Message that will be submitted to the state was reviewed and the main points were discussed. All budget documents filed with DOLA are posted to their website for public review and access.
- ii. The budget-to-actual report was reviewed. Rental income will be over budget through the end of the year because of the new rental agreement with the Post Office. Admin/Overhead is slightly over budget but few other expenses likely before the end of the year. Both the Building account and Community Outreach account are far below budget. Community Outreach was largely unspent due to COVID restrictions, and the only real investment into the building was the new water heater. Insurance expenses will come in ~25% below budget because of reimbursement payments from recent claims, which reduces the outlay for the year. IT/Communication – Software is over budget, but mainly due to a misallocation of expenses. Historically it has been captured under Utilities, and that account is far under budget. We've only spent 10% of the amount budgeted for Medical Equipment, but this account often tends to run below budget. We will reevaluate how much to allocate in the 2022 budget. The Shift Program expenses to date are below budget. This account comprises the largest percentage of the total budget, so an underrun here is the main reason why we are under budget overall. The Supply account continues to run overbudget due to fuel costs and higher than planned usage. Training (Fire/Rescue) is overbudget, but also means that the members are doing more than training than expected.

1. Through November, our monthly expenses per month are averaging ~\$55k in 2021.

2. We will do an audit next year, and every year moving forward because we will almost certainly stay above the \$750k threshold in income.

- Director Sanders talked with some of the neighboring Districts and learned that our accounting and auditing expenses are far below what most of them spend. Since we will need to have an audit every year, he is trying to find some best practices from some of the other volunteer FDs in our area to keep our audit expenses down.

3. The audit isn't due until July, but Director Sanders would like to get the bulk of our financials to the accountants by the end of February/beginning of March.

iii. Wildland income from last year, less this year's current expense outlay, leaves us with a net positive of ~\$73k, and we are still waiting on a couple of apparatus payment/reimbursement checks. There is one Firefighter that still needs to be reimbursed, but all other expenses have been paid.

iv. Now that the budget process is more or less complete, Director Sanders would like to work with the other Board Members on updating the financial forecast for the next 10 years, using current knowledge and the new mill levy information.

1. Because of the long lead times on vehicles right now, Director Butley asked for clarification on whether we still planned to put a down payment on a truck early in 2022. We will have to wait to move forward on that idea until we know whether or not we will be getting grant funding for SCBAs and new radios. If our application is not approved, we will need to pay the entire costs from our savings, and postpone other large capital purchases.

- Chief Trevithick pointed out that the Truck Committee is still looking into vehicle options, so we will be able to act quickly whenever we know that we will be moving forward with the purchase.

v. Chief Trevithick worked with Ron Tribbett to fill out an insurance application for coverage on the Post Office. The underwriters are reviewing it now and we are hoping to hear back about coverage and quotes in the next week or so.

1. Our insurance coverage is only for the PO building, the tenants are responsible for insuring the contents of the property.

- We need to confirm that this is stipulated in our lease, and verify that the tenants have their own insurance coverage.
- Chief Trevithick sent a copy of our lease to the underwriter to substantiate this and he had a few recommendations for us. Chief Trevithick will invite him the next meeting so he can review them with the Board.

b. Secretary's report

i. Vote on Officers for the Regular Board and Pension Board, to take effect on January 1, 2022.

1. At their last meeting, the Association elected the two members who will represent them on the Pension Board. The Regular Board will choose the members who will represent them at the next pension board meeting.

2. The Board will vote on Officer positions at the January meeting.

c. Friends of Hygiene – The next meeting is scheduled for early next year and Director Brinkman will make a report at the next Regular Board meeting.

d. Hygiene/Lyons Report – The last meeting was at Station 2 in Lyons and it went really well overall. The Lyons reps toned down their merger rhetoric a bit and they focused more on ways that the two Departments could enhance each other's efficiencies by sharing resources. They seem to be making an effort to match their pace to ours and

realigning towards shared goals and objectives: training co-collaboration, wildland advantages, etc.

i. Chief Trevithick and Chief Zick put together a SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis to figure out ways we can share vehicles effectively, which gives a clearer picture of how the Hygiene/Lyons team can use our respective funds more successfully.

1. By sharing apparatus, each Department can free up some bay space, but not have to worry about what to do if any one vehicle is out of service. If an engine is deployed and our other engine goes down, we can share reserve engines, reserve tenders, etc.

- Chief Trevithick will speak to Ron Tribbitt to make sure that members of both Departments are covered if there is an insurance claim, and Chief Zick will do the same with Lyons' insurance.

2. If either Department is short of responders, the other can provide some, then the recipient Department will issue a check to cover the amount that would usually be paid. This would also help alleviate shortages with shift availability; if one Department is fully covered, a member could pull shifts at the other.

3. The two Departments could share training costs. If a paid instructor is brought in, the instructor could train both Departments together and the costs could be split and the savings applied elsewhere.

e. Chief's Report

i. Run Data – Chief Trevithick will check with Firefighter Caviness and see if he put together data for last month. If so, he will have him email the report when complete. Chief Trevithick noted that there were no red flags on any of the calls.

1. Director Sanders asked if there was any way to make putting the report together easier or less burdensome for the person doing it. He suggested something along the lines of an amalgamated summary of info that could be completed more efficiently.
2. Chief Trevithick said that he would figure something out. He also reminded the Board Members that they are able to access the same information resource (Iamresponding), and see all the data used to produce the report. He noted that statistics tends to be pretty consistent from month to month, so it doesn't offer much additional detail, and he always reports any significant concerns – and successes – to the Board.

- Fire Marshal Homyak offered to show the Board Members how to run a call report so they can see how it's done.
- Director Sanders said that he is mainly concerned with data about AMR and Department response times. He asked Chief Trevithick to delegate that task, and for whoever does it to spend minimal time putting a single page report together.

- ii. Shift Coverage – Assistant Chief Benzel reported that there was very good coverage in November overall. There were only two 24-hour (cumulative) periods that did not have a Shift Lieutenant, and that was due mainly to illness.
- iii. Grant Update – We should know whether our grant applications were approved sometime in February or March.

iv. Other Issues & Opportunities

1. Meeting with Boulder County – Boulder County taking bids for ambulance service, which will start after the current contract with AMR expires. Chief Trevithick met with representatives from the county to discuss the problems they've experienced with county transport service including: Response times, 4-wheel drive capabilities, familiarity with the districts, allowing Department firefighters to drive the ambulance so that the paramedics can stay

with the patient. As they've done at previous meetings, BoCo reps wanted to know what changes each District wants to see. All the attending Officers put together a list of requests, and the county assured them the everything will be put into the contract with the next ambulance company.

- Right now, Boulder County is divided into four ambulance zones: Boulder is zone 1, Boulder outskirts zone 2, Hygiene is part of zone 3, and Nederland/mountain areas in zone 4. The ambulance station is current located southeast of Boulder but they are now discussing moving it to the northwest of Boulder. That would move Hygiene into Zone 2, which will (hopefully) reduce ambulance response times to our District.
 - They are also discussing adding a second ambulance dedicated to answering calls outside of Boulder or Longmont. It would make a significant difference in response times if we don't have to compete with activity from the larger cities.
 - i. All of this is still not much more than wishful thinking; Chief Trevithick pointed out that this conversation has taken place more than once before and, so far, nothing has changed.
2. The brush truck is out of service because it needs to be re-wired. Chief Trevithick has someone coming to fix it in the next week and he thinks he will give us a good deal.
3. There are a number of dispersed tasks that would benefit the Department if we had a dedicated person to handle/manage them. Shift Lieutenant Wurzer worked with Pension Board Chair Bashor to put together a job description of the type of person we need to fill this role. This person could serve as a certified trainer and run all calls, which means an extra responder all week. This person could apply for grants and deploy as an engine boss to earn wildland income, so the job would be self-sustaining. We missed out on a lot of apparatus deployment income because we do not have a dedicated engine boss, and this person could fill that role. There's a lot of local grant money

that we're not pursuing. Members have been assigned to work on it before, but they left or were hired on with other Departments before any real progress could be made.

- The Board was open to the idea of adding a position like this and was interested in discussing it further after reviewing the job description. It will be added as an agenda item for the January meeting, and Shift Lieutenant Wurzer will attend to answer additional questions.

VI. OLD BUSINESS

a. 2022 Budget

i. Public Hearing, 2022 Budget

1. Director Sanders reviewed the final draft of the budget and comments were encouraged from the attendees. No members of the public or the department offered any comments during the meeting.
2. Public comments will be accepted until Friday, December 17th at 5pm. No comments have been submitted as of today. After the comment period has closed, the Board will meet on December 19th at 12:30 to officially adopt the budget and sign all associated documents.
 - Director Sanders will post a public notice of the meeting on the website.

ii. Adopt a resolution adopting budget & appropriations

1. Resolution to Set Mill Levies is number 2021-5, and Resolution to Adopt the Budget & Appropriate Sums of Money is number 2021-6. We do not have Resolutions 1-3 for this year, and the count is due to solely to a numbering error when we put forth the ballot initiative (number 2021-4).

- A MOTION to vote on Resolution 2021-05 (Set Mill Levies) was made by Director Butley. Director Brinkman seconded and the motion was approved by unanimous vote.

iii. Certify Mill Levy – The certification document needs only one signature and must be submitted to Boulder County by December 15th in order to guarantee that we receive 100% of our property tax revenue.

b. Green House

i. Lease – Chief Trevithick will bring it to Director Snyder to sign.

ii. The shower wall at the green house is rotting and the shower has become unusable. Members will have to shower at the Station until it can be fixed.

VII. NEW BUSINESS

VIII. AGENDA NEXT MONTH

a. Work Session – December 19th at 12:30PM to approve/sign budget documents

b. Regular Meeting – No discussion

IX. ADJOURNMENT – There was a MOTION to adjourn the meeting, and the meeting concluded at 9:15 PM.

Motion/Resolution Summary:

- MOTION to vote on Resolution 2021-05 (Set Mill Levies)
- MOTION to adjourn the meeting

ACTION ITEMS:

Chief Trevithick

- Invite the insurance rep to the next meeting so he can present his PO lease recommendations to the Board
- Speak to Ron Tribbitt to make sure that members of both the Hygiene and Lyons Departments are covered if there is an insurance claim
- Check with Firefighter Caviness and see if he put together run data for last month and have him email the report to the Board if/when complete
- Bring the lease to Director Snyder to sign

Assistant Chief Benzel – NONE

Pension Board Chair Bashor

- Put together a list with the names of those who have served for at least 20 years

Department Officers – NONE

All Board Members – NONE

Director Snyder – NONE

Director Brinkman – NONE

Director Martin – NONE

Director Sanders

- Contact our attorney regarding our options for reinstating the 90% match from the state
- Post a public notice of the meeting on December 19th on the website.

Director Butley – NONE

Executive Assistant to the Board – NONE