

Hygiene Fire Protection District
P.O. Box 83, Hygiene, CO 80533
Board of Directors Regular Meeting Agenda
Wednesday, January 11, 2018
7:00 p.m.

Directors in Attendance: Molly Baldrige, Dave Beeman, Judy Koslov, Scott Snyder, and Steve Brinkman.

Department Personnel: Acting Chief Cody Trevithick, Captain Russ Benzel, and E/A to the Board
Jennifer Cook

Meeting Attendees: Firefighters Barnaby and Turner

- I. PENSION BOARD AS NEEDED
 - a. Pension Board meeting was called to order at 7:01 PM. Pension Board Chair Paul Bashor was not able to attend so there was no discussion.

- II. CALL REGULAR MEETING TO ORDER – Regular meeting called to order at 7:04 PM

- III. AUDIENCE COMMENTS – None

- IV. APPROVE THE DECEMBER MEETING MINUTES – MOTION to accept the December minutes made by Director Brinkman, Director Beeman seconded. Approved by unanimous vote.

- V. REPORTS
 - a. Treasurer’s report
 - i. December Financials – Review and discussion of the documents provided by Director Baldrige ahead of time. Nothing unusual or of concern.
 - ii. Approve 4th Qtr Report? – Quarterly reports are not finalized until at least one month after the end of the quarter so they will be submitted for approval at the February meeting. In the case of year-end statements, the Treasurer reserves the right to submit for approval at the March meeting, due to the need for accountant year-end adjusting entries.
 - b. Secretary’s report
 - i. Call for Board Candidates, Set Election
 1. Attorneys sent out an itemized calendar of election deadlines. The most immediate item is to file a district boundaries map with local and state governments; Director Koslov has already begun this process. She will also file a transparency notice with the state and the SDA in the next week.
 2. Jen will post a request for nominations in the Longmont Times-Call in early February. She will also send a request for nominations form to Acting Chief Trevithick, who will post the forms alongside the agenda at the station, the post office and the store.

3. MOTION to approve Resolution 2018-01 (Resolution to appoint DEO and authorize DEO to cancel elections) made by Director Koslov, seconded by Director Brinkman. Approved by unanimous vote.
- ii. Upcoming deadlines – The decision on where to post the agenda for the upcoming year must be made at the January meeting. Currently there are three locations in Hygiene: The firehouse, the post office and the market (Mountain Fountain).
 1. MOTION to continue to post the agenda in the same locations as last year made by Director Brinkman, seconded by Director Beeman. Approved by unanimous vote.
 - iii. Archive & Retention Project
 1. Director Brinkman stated that he has numerous documents spanning a long period of time. Jen will follow up with him to get these items transferred to her, and then sort through and archive as needed.
 2. Director Baldrige has all of the financial documents on her computer and will upload them to Box.com and file as appropriate.
- c. Chief's Report
- i. FD Performance Report
 1. In 2017 there were a total of 292 calls for the year. This is above average compared to the last 4 or 5 years. In December, there were no fires, while over two-thirds of calls were for medical services.
 2. AMR response times were on the longer side for a few calls but Acting Chief Trevithick thinks that those numbers might need a little more research to determine whether they are accurate. The board requested a deeper dive into the ambulance times, particularly in regards to the outliers when the elapsed time between call and arrival exceeded thirty minutes. Director Koslov will contact FF Homyak to see if the information can be fine-tuned.
 3. The goal has been two responders for each emergency EMS call, and six responders for all other emergency calls. The reports show that those goals are being met and, in many instances, exceeded.
 - ii. Issues & Opportunities
 1. Acting Chief Trevithick found two doublewide trailers for sale at a good price that he would like to buy to use for training space and storage overflow. At the moment there isn't any place to put them but Acting Chief Trevithick is working on finding a functional and convenient location.
 2. The State Fire Chief's Association is soliciting members and would like the Hygiene FD to join. Director Baldrige will check the financials to see if/when this has been done in the past and follow up with Acting Chief Trevithick.
 - iii. Harassment Training – On the recommendation of the attorneys, Acting Chief Trevithick purchased a harassment training program that can be kept in house and employed as needed. Acting Chief Trevithick ran 18 people through the new program on January 8th. Each participant received a certificate after successfully completing the training and it was generally agreed that the program was beneficial

and worth the expense. A second training session will take place later this month to cover anyone who was not able to attend the first time.

1. With the exception of Director Baldrige, all board members have recently participated in similar harassment training programs. Director Baldrige will attend the second training session held at the station in late January.

VI. OLD BUSINESS

- a. Roof – Three different contractors have submitted bids, using different approaches and varying estimated costs. To determine the best way to proceed, we contacted an engineering firm that specializes in roofs. The engineers will develop specifications of exactly what needs to be done, and the contractors can then resubmit their bids based on the engineer’s design. A MOTION to proceed with getting a spec from the engineers was made by Director Brinkman, seconded by Director Baldrige. Approved by unanimous vote.
- b. Station redesign – We received a new set of drawings from the architects. They are similar to the previous designs but will likely still need further modifications before they fully align with what we are looking for. We won’t be able to estimate costs until we have drawings for contractors to bid on. For this reason, a MOTION for the architects to continue working on the design plans was made by Director Brinkman, seconded by Director Koslov. Approved by unanimous vote.
- c. Volunteers for By-Laws/SOP Committee – Captain Benzel has been working with five other FFs to update the bylaws; and Directors Snyder and Baldrige agreed to join the committee as representatives of the board. A copy of the 2011 bylaws cannot be located so the 2005 bylaws will be used as a baseline. Director Snyder would like it made clear which responsibilities and decisions will be made within the association, and which will be handled by the board. Captain Benzel suggested that it would be most effective if the board representatives sat down with the committee and rewrote the bylaws together. The process required for the association to change their bylaws takes a minimum of three months. If the committee develops bylaws that are acceptable to all involved, the board can bypass the association’s voting process and implement the new bylaws directly. Captain Benzel will contact Directors Snyder and Baldrige about the next committee meeting and both will attend if possible.
- d. 2018 Budget - DONE
- e. Jacket cost (Bashor) – The Class III, high-visibility jackets that were initially considered didn’t appear to correspond to their high price point. There is another jacket that is now being considered and the company has ordered a sample for evaluation. If the second jacket doesn’t meet expectations, the process will continue until a jacket is found that fits the department’s needs.
- f. Sale of 2830 (Barnaby: estimated auction value) – The 2830 has been posted for approximately two months, with two serious inquiries and one formal offer. The offer is lower than the asking price but the buyer anticipates that he will need to do quite a bit of work before the truck is acceptable. Brindle takes 10% of the selling price for posting the truck, which means our final income on the sale will be even less. Instead of making a counteroffer, the board proposed having the buyer pay the 10% commission to Brindle, thereby allowing the department to retain the full value of the proposal. A MOTION to accept the offering price if the buyer pays the commission was made by Director Brinkman

and seconded by Director Koslov. Approved by unanimous vote. FF Barnaby will follow up with the buyer to communicate the board's offer. Acting Chief Trevithick and FF Barnaby are authorized to accept the offer as negotiations dictate.

g. Shift Staffing Program

- i. Captain Benzel has made significant progress on the writing and structuring of the shift staffing SOP. Our attorney has approved the majority of the details but the difficulty remains in figuring out how paid employees can still operate as volunteers when there are emergencies. According to the FLSA, Employees are prohibited from volunteering to perform the same duties for which they are employed. Captain Benzel suggested that the solution might be to change the SOP mandate to clarify that paid part-time employees who are not on shift only respond to major incident calls. Director Brinkman made a MOTION to adopt SOP050 with the proposed major incidents section that outlines paid part-time response when not at the station or on shift. Director Koslov seconded and the motion was approved by unanimous vote.
 1. Further work will need to be done in order to define exactly what constitutes a "major incident," and the attorney must sign off on the revised SOP before it can be fully adopted
 2. Director Baldrige confirmed that, if a major incident occurs, and employees are required to work beyond the approved 48-hour limit, there is room in the budget for overtime pay.

VII. NEW BUSINESS

- a. Director Baldrige requested that Jen have the meeting minutes completed and sent out a week after the meeting. Additionally, Jen should allow no more than a 5-7 day window of time in which board members can reply with suggestions or corrections. The deadline for replies should name a specific date.
- b. Jen will not be able to attend the February meeting and will therefore not be able to take the minutes. She will work with Director Koslov to figure out how minutes will be recorded.
- c. Neither Directors Baldrige nor Koslov will be able to attend the April meeting.
- d. Director Brinkman will be away for a two month period of time in the near future, although specific dates are not yet known.

VIII. GOALS

- a. Board Bylaws and SOPs: Molly will bring a draft to the February meeting.
- b. Establish Level of Service for HFPD Medical Response: Scott – It was agreed that this should be a point of focus for 2018
- 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 will coordinate with Jen on how to move forward on this in early 2018

- e. Strategic Plan: Steve – Director Brinkman requested that each board member review the strategic plan individually and submit all comments and suggestions to him by February 7th. Once he has collected all the reviews, he will sort through them and update the strategic plan with specific numbers and goals in order to come up with a draft that is more representative of the board
 - f. Review Statement of Purpose - DONE
 - g. Verify all employees have proper tax withholding: Molly; Insurance; Dave; Job Descriptions: Chief – Not discussed
- IX. Adjournment – MOTION TO ADJOURN at 9:29. Made by Director Brinkman and seconded by Director Baldrige. Approved by unanimous vote.

Motion/Resolution Summary:

- MOTION to accept the December minutes
- MOTION to adopt Resolution 2018-01 (Resolution to appoint DEO and authorize DEO to cancel elections)
- MOTION to continue to post the agenda in the same locations as last year
- MOTION to proceed with getting a roofing spec from the engineers
- MOTION for the architects to continue working on the design plans in order to solicit construction bids and get cost estimates
- MOTION to accept the offering price if the buyer pays the commission
- MOTION to adopt SOP050 with the proposed major incidents section that outlines paid part-time response when not at the station or on shift

ACTION ITEMS:

Acting Chief Trevithick

- Post the Request for Nominations form alongside the FD agenda at the station, post office and store.

Captain Benzel

- Contact Directors Snyder and Baldrige about the next committee meeting
- Update the shift staffing SOP with the proposed major incidents section that outlines paid part-time response when not at the station or on shift
- Have John Cmil review and approve the updated SOP once the board-approved changes have been made

Firefighter Barnaby

- Follow up with the buyer who is interested in the 2830 to communicate the board's offer

Board Members

- Review the Strategic Plan individually and submit all comments and suggestions to Director Brinkman by February 7th. Track all changes before submitting so it is clear what modifications were made and by whom.

Director Koslov

- File a transparency notice with the state and SDA
- Contact FF Homyak to see if ambulance response times and corresponding statistics can be fine-tuned for the performance report

Director Snyder

- Attend the next bylaw committee meeting in order to help with the bylaw rewrite

Director Baldrige

- Upload all financial documents to Box.com. Categorize and file as appropriate
- Check the financials to see if the department has ever had a membership with the State Fire Chiefs Association and follow up with Acting Chief Trevithick
- Attend the second harassment training session held at the station in late January
- Attend the next bylaw committee meeting in order to help with the bylaw rewrite

Director Brinkman

- Update the strategic plan with all tracked changes and send to the board members to review

Executive Assistant to the Board

- Send the December minutes sent to FF Cunningham to post on the Hygiene FD website.
- Post a request for nominations in the Longmont Times-Call in early February
- Take DEO oath before a notary public
- Send a Request for Nominations form to Acting Chief Trevithick
- Contact Director Brinkman to get any FD documents on his computer. Sort through and archive as needed.
- Complete the meeting minutes and send them out a week after the meeting. State a specific response date that falls within a 5-7 day window
- Work with Director Koslov to figure out how the February minutes will be recorded