

Hygiene Fire Protection District
P.O. Box 83, Hygiene, CO 80533
Board of Directors Regular Meeting Agenda
Wednesday, March 13, 2019
7:00 p.m.

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

Department Personnel: Assistant Chief Benzel, Training Lieutenant Barnaby, Pension Board Chair Paul Bashor

Meeting Attendees: Firefighters Martin, Olalla, and Ginsborg

- I. PENSION BOARD AS NEEDED – Actuarial Study
 - a. The Pension Board meeting was called to order at 7:03. Pension Chair Bashor requested that all pension business take place exclusively during this segment of the monthly meeting and not during the regular Board meeting or study sessions. The actuarial study will cost \$1,300. Pension Chair Bashor would like payment to be made via the pension fund – since that is under the purview of the Pension Board – instead of from the regular budget, which is managed by the HFPD Board.
 - b. Currently 20 years vested gets \$300/month and there are only six people who are collecting at that level. We would like to raise the payout and the actuarial study will evaluate the respective ramifications if the payouts were increased to \$350, \$400, or \$500 per month. We should know which of the three options are viable sometime in the third quarter of this year. No matter the chosen payout level, the important thing is to maintain funds equivalent to least 20 years to ensure that the state will continue to contribute 90% in matching funds.
 - c. The members of the Pension Board are: Paul Bashor – President; Chief Trevithick – Secretary; Molly Baldrige – Treasurer; and Scott Snyder, Steve Brinkman, Judy Koslov, and Don Cole – Pension Board Members.
- II. CALL REGULAR MEETING TO ORDER – Regular meeting called to order at 7:12 PM
- III. AUDIENCE COMMENTS FOR ITEMS NOT ON THE AGENDA – None
- IV. APPROVE MINUTES
 - a. Regular Meeting January 9, 2019 – A MOTION to approve the regular Board meeting minutes was made by Director Brinkman. Director Baldrige seconded and the motion was approved by unanimous vote.

- b. Study Session February 9, 2019 – A MOTION to approve the study session minutes was made by Director Brinkman. Director Baldrige seconded and the motion was approved by unanimous vote.

V. REPORTS

a. Treasurer's report

- i. 2018 End of Year – Director Baldrige reviewed the 2018 end of year P&L, balance sheet, and budget-to-actual financial statements. All of the information presented corresponds to the numbers that were used by the CPA to prepare our Exemption from Audit report. Director Baldrige asked Chief Trevithick for an update on consolidation of utilities between the fire station and the green rental house and is awaiting his response. A MOTION to accept the 2018 year-end financial report was made by Director Brinkman. Director Cole seconded and the motion was unanimously approved.
- ii. January, February financials – The February meeting was cancelled so Director Baldrige presented the financial reports for both January and February. Nothing unusual or of concern. The Board will vote on Q1 financials at the April meeting.
- iii. Exemption from Audit – The Exemption from Audit is a consolidated presentation of the HFPD financials that must be prepared by an independent CPA. A MOTION to accept the Exemption from Audit report was made by Director Brinkman. Director Cole seconded and the motion was unanimously approved. A MOTION to accept Exemption from Audit Resolution 2019-001 was made by Director Brinkman. Director Cole seconded and the motion was unanimously approved. All Board members signed the Exemption from Audit and Director Baldrige will file it with the State by March 31st deadline.

b. Secretary's report

- i. Upcoming deadlines – Director Baldrige must file the Exemption from Audit by March 31st.
 1. Three of the five current Board members' terms will end next year and these seats will need to be filled. Director Baldrige will term out and her seat must be filled; both Directors Snyder and Koslov can be reelected for another 4-year term if they are willing to serve. If there are more candidates than seats, the District will need to hold an election.
 - Director Koslov will find out whether there will be a county election in May 2020 that we can piggyback onto. She will also check into whether board members have to be elected in May, when their terms expire, or if they can be elected in November.
 2. The Board should start thinking about whether the District wants to try to override the Gallagher amendment as other local Districts have done in recent election years. This will require a ballot measure that must be voted on in a regular or special election.

- Director Snyder will check with the State Fire Chief's Association about whether there will be a statewide Gallagher override so that we do not have to have our own election issue.

c. Chief's Report

- i. Run Reports – Assistant Chief Benzel presented on Chief Trevithick's behalf and reviewed the February calls with the Board. In a single day there were two grass fires and two water rescues. A substantial number of Department Members responded to the calls so there was no need to rely on mutual aid and only auto-aid for the ice rescue. There have been 48 calls YTD, 21 of them in February. Response times are very good; when the Department is toned for mutual aid, HFPD shift people are often arriving even before the home agency.
 1. It was agreed that performance reports that include monthly statistical data are the best way to determine the metrics for evaluation. Board members will consider what information they want to know and send their respective suggestions to Director Snyder. Once these objectives have been established, then the Board will decide what data is needed to help them determine whether these goals are being met.
 2. Director Snyder suggested that we put a 2018 year-end summary report of response times, number of responders and their certifications in the newsletter.
- ii. 2841 Vehicle Title – No change
- iii. IT Program – Auxilliary Volunteer Bob Barnaby sent a lengthy email just before the meeting, explaining in detail what steps he is planning to take next, how it will be implemented, estimated costs, etc. Assistant Chief Benzel distributed copies to the Board for review.
- iv. Public Information Officer (PIO) – Chief Trevithick got contact information from the PIO for local media representatives so that the Department can communicate news of public interest.
- v. Fuel Tanks – The tanks are ready to go but there is still some lingering red tape to go through before they can be installed and used. The Treasurer will issue a check for the balance due once the county approves the permits, the tanks are installed, security measures are in place, and all is working to the Chief's satisfaction.
- vi. CEMEX Lease – Training Lieutenant Barnaby reported that he's been working with Cemex for over a year now and building relationships. He's trying to establish a formal lease agreement so that the Department can use the property autonomously to conduct training exercises. By the end of the week, Training Lieutenant Barnaby is hoping to have a rough draft of some of the documents and agreements that Cemex will want signed and in place.

- vii. New Engine – The Truck Committee contacted representatives from a number of reputable manufacturers to see if any of them could match the specs that we need to best serve the District and meet the needs of the Department. Most could match some of the specifications but none of them could build it exactly as requested. For a base model Type 3 – before any modifications necessary to meet the standards of operation for the District – Pierce could offer a price of \$395k and HME could do a base model for \$334k. BME has a standard template that doesn't match what we are looking for and they don't customize their models. Rosenbauer's is the only manufacturer that can build the Timberwolf model that meets all of the District's requirements. Last year's quote was \$443,108 but we've exceeded the timeframe allowed for that price so we would have to start the bid process all over again.
- viii. Mutual Aid – Chief Trevithick has meetings set up with all the Chiefs of the surrounding departments for the first week of April to review and renew Mutual Aid agreements.
- ix. Other Issues & Opportunities
 - 1. UC Health – Discussions are continuing about stationing a bus (ambulance) here. UC Health will staff it with a medic and an EMT and there will be little to no cost to the HFPD because they are going to charge for the transport. Hygiene Fire would house the UC Health ambulance staff at the station/green house. There was concern that having UC Health staff available could compromise the training and education for the Hygiene firefighters but UC Health says that Hygiene Department members can make the first contact in medical calls and then call for ambulance staff support as needed. UC Health will follow up once they get data on call volume, transports and more information on District residents' insurance payouts.

VI. OLD BUSINESS

- a. 501(c)(3) (Steve) – The Bylaws and Articles of Incorporation have been uploaded to Google Drive and emailed to all Board members but so far there haven't been any responses. If anyone has corrections or comments, Director Brinkman must receive them within one week, before he sends the documents to our attorney to file with the state. Director Brinkman estimated that it will be at least 3 more months before all aspects of the nonprofit are fully in place.
 - i. The members of the nonprofit Board are: Directors Brinkman and Baldrige, Firefighters Barnaby and Turner, and community member Clare McArdle. When Director Baldrige finishes her term in May 2020, a member of the HFPD Board of Directors will take her place.
- b. Newsletter – The Board laid out a plan for the newsletter at the February 2019 study session. Director Baldrige agreed to edit the newsletter and she will work with Assistant Chief Benzel on the content. Until we establish an email database we will have to send the newsletter by mail, which will be expensive. The newsletter will offer things like gift card raffles as an incentive to sign up to receive the newsletter by email.
- c. Job Description – The latest versions are on Google Drive. Board members are to submit edits within the next two weeks.

VII. NEW BUSINESS

- a. Post Office – The HFPD owns the land that the Post Office sits on and the Post Office has been leasing it from a third party who leases from the District. The lease is up in May of 2021 and Director Snyder proposed the idea of selling the Post Office land to generate revenue for the purpose of expanding east. Director Baldrige will send a copy of the lease agreement to all the Board members.

VIII. ADJOURNMENT – A MOTION to adjourn the meeting was made by Director Brinkman at 8:33 PM. Director Baldrige seconded and motion was approved by unanimous vote.

Motion/Resolution Summary:

- MOTION to approve the regular Board meeting minutes
- MOTION to approve the study session minutes
- MOTION to accept the 2018 year end financial report
- MOTION to accept the Exemption from Audit report
- MOTION to accept Exemption from Audit Resolution 2019-001
- MOTION to adjourn the meeting

ACTION ITEMS:

Chief Trevithick

- Work on getting the title to 2841
- Send Director Baldrige an update on consolidating the utilities between the fire station and the green rental house

All Board Members

- Consider what information they want to learn from the performance report and send suggestions to Director Snyder
- Review the job descriptions on Google Drive and submit edits within two weeks of the March meeting
- Review the nonprofit Bylaws and Articles of Incorporation and send them to Director Brinkman within a week

Director Snyder

- Check with the State Fire Chief’s Association about whether there will be a statewide Gallagher override so that we do not have to have our own election issue

Director Baldrige

- File the Exemption from Audit with the State by March 31st deadline
- Work with Assistant Chief Benzel to develop and format newsletter content
- Send a copy of the Post Office lease agreement to all the Board members

Director Koslov

- Find out whether there will be a county election in May 2020 that we can piggyback onto.
- Check into whether board members have to be elected in May, when their terms expire, or if they can be elected in November

Director Brinkman - NONE**Director Cole - NONE****Executive Assistant to the Board**

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