

Hygiene Fire Protection District
PO Box 83, Hygiene, CO 80533
Board of Directors Regular Meeting Agenda
Wednesday, March 8, 2017
7:00 pm

Board Members in Attendance: Director Scott Snyder, Director Molly Baldrige, Director Judy Koslov, Director Dave Beeman, Director Steve Brinkman

Department Personnel: Chief Chad Bollacker, Maggie Personesus, Paul Bashor, Pam Adler

Meeting Attendees: None

- I. PENSION BOARD AS NEEDED
 - a. Review Pension Allocation Report – Paul Bashor discussed with the board.
 - i. Allocation Report shows more funds than needed.
 - ii. Further pension discussion will take place during the Deep Dive.
- II. CALL REGULAR MEETING TO ORDER – Meeting called to order at 7:08pm.
- III. AUDIENCE COMMENTS FOR ITEMS NOT ON AGENDA - Please limit comments to five minutes - None
- IV. APPROVE THE FEBRUARY MEETING MINUTES – MOTION: Director Baldrige moved to approve the minutes, seconded by Director Brinkman, and passed unanimously at 7:09pm.
- V. REPORTS
 - a. Treasurer’s report
 - i. February Financials – Director Baldrige discussed the Profit and Loss summary and details.
 1. New expense for assistance from other fire departments providing backup during large fires. February had total expenses of \$907 in this category. Mostly cost of meals for responders. Proposed title of “Major Incident Costs” added to “Contingency” category in the budget for next year.
 2. February Balance Sheet and Annual Budget comparison discussion.
 3. The first quarter financials will be voted on in the May BOD Regular Meeting. Director Snyder will add that to the May agenda.
 - ii. Debit card fraud- There were fraudulent charges made in Florida in the debit account. Chief Bollacker and Assistant Chief Trevithick were issued new cards when it was discovered. Director Baldrige discovered these charges in the bank online account and asks that Chief Bollacker turn in receipts to her in a timely manner. Chief Bollacker said that the bank also caught the charges and turned off the card automatically.

b. Secretary's report

- i. Upcoming deadlines – Director Koslov distributed Calendar Item document for review.
 1. Discussion of Exemption from Audit. Director Baldrige is working with a CPA to complete this currently. Director Baldrige will work with Director Koslov to submit this to the State Auditor.
- ii. Call Data – Chief Bollacker will send out updated call data later this week. Director Koslov was not able to update the tables without the updated data. She will update the tables for the April meeting. Two months of new data will be discussed.
- iii. Report out on State Archivist requirements for document storage/retention – Director Koslov summarized the large Archivist storage/retention document.
 1. Director Koslov proposed that a new box.com account be set up with the email records@hygienefire.org
 2. Use Director Baldrige's folder list which meets the State Archivist requirements.
 3. Director Koslov worked with the attorney John Chmil to verify that her proposal meets the legal requirements.
 - a. No hard copies need to be retained except anything that is embossed or historical documents such as photos. Certain hardcopy election materials also need to be retained for specified time periods.
 4. Documents that are older than the required retention period can be discarded. Except for documents that must be kept permanently.
 5. To assure back up, the department should upgrade to a box.com account type that has a monthly fee with "Data Loss Prevention"
 6. Proposal: Hire Maggie for 200 hours at \$20 per hour for the initiation of this system and its maintenance until this allocation runs out at which point another allocation can be considered to continue the process.
 7. MOTION: Director Koslov moved to allocate \$4000 to hire Maggie for 200 hours at \$20 per hour to initiate the document archive and retention system and maintenance, Seconded by Director Baldrige, and passed unanimously at 7:52pm.
 8. Pension records should also be included in this plan and sorted through, scanned, and retained or discarded according to State Archivist and Department guidelines.
 9. Does the department have a scanner that is adequate for this task? Maggie will look up the cost of a scanner with a document feeder.
- iv. Maggie: Notary Update – Maggie completed the training requirement and passed the exam. She will compile the rest of the application and submit it later this week or next week.

c. Chiefs Report

- i. Ambulance Service Update - No updates at this time with current AMR response plan. Chief Bollacker was unable to attend the Ambulance compliancy meeting due to being on the Rabbit Mountain Fire. He gave his concerns to Chief Benson from Boulder Mountain Fire, who brought up the concerns to the rest of the compliance committee.
 1. Chief Benson informed Chief Bollacker that AMR is supposed to be reaching out to him, and if they don't he is to report back to the committee. As of today still no contact from AMR. Chief Benson informed him that the contract and many other issues will be being discussed in great detail at the next compliance committee meeting, due to multiple issues arising with AMR and the County.
- ii. Auto/Mutual Aid Update – No updates
- iii. Shift Staffing – No updates
- iv. Laptop for Maggie – Chief Bollacker looked up laptop options and costs. Chief Bollacker and Director Beeman will discuss this further offline.
- v. Rabbit Mountain & Rogers Road Fire Expenses – A volunteer brought his backhoe to assist in fire suppression. Chief Bollacker asked him to send the department a bill for his time but he refused because he wanted to donate his time instead. Chief Bollacker will send him a letter expressing appreciation.
- vi. Chief Bollacker asked if there are legal requirements for declaring a state of emergency such as a large fire or flood. Director Baldrige will ask the attorney about this. Chief Bollacker will also look into this further.
- vii. February Total – There were 38 total calls in February
- viii. Apparatus Updates
 1. New Brush truck, Update: The welding of the bed/box is scheduled to start in 2 weeks.
 2. New QRV and Command Vehicle have been ordered, awaiting on more accurate delivery date. Was given the approximate delivery date being 8-11 weeks. We will start ordering the lighting equipment and etc. at the end of March to have it onsite prior to delivery of vehicles.
 3. A claim has been submitted to insurance for damage to the rear bumper of 2831. It was damaged during the Rogers road Fire.
 4. The Extrication cutters on 2803 need some repairs, the cutters need two new cutting arms due to being bent. They are still operational. The repair parts and cost total \$2288.00
 5. New wildland hose is in the process of being ordered to replace some damaged hose from both the Rogers Road Fire as well as the Rabbit Mountain Fire.
- ix. Station Updates
 1. Exterior of Station cleaning underway

2. New electrical outlets scheduled to be installed end of March beginning of April.
3. New outlet scheduled to be replaced in Generator.
- x. Recruitment/Hiring Process
 1. We are gearing up to start another hiring process next week. We currently have 6 applicants that will be starting the process.
- xi. Marijuana Grow Facility Update -No new updates.
- xii. Public Relations
 1. Our 50th Annual Pancake Supper appeared to go well. Estimated - 486 people attended, and initial calculations are approximately \$4500
 2. On Thursday February 2nd participated in Dr. Seuss day at Hygiene Elementary School, reading Dr Seuss books to students.
 3. On Monday February 13th, there will be 5 Firefighters and Chief going to Hygiene Elementary to serve the students lunch, for winning a challenge that we gave them for meeting a goal with their evacuation drills so far this school year.
- xiii. Training
 1. EMR class just ended at the end of February. We have 3 new EMR's to add to our ranks.
 2. Over the Month of April and May there will be multiple wildland trainings in several different aspects of wildland firefighting.
 3. Chief will be at a Wildland Fire Investigator Class from June 5th-9th in Alamosa
 4. This month's Fire trainings are focusing on Hose management and hose loads and deployment.
 5. We currently have two firefighters that are taking some Department Officer development training, working towards becoming Lieutenants.
 6. Date is to be determined, but in planning stages of setting up Active Shooter training response at Hygiene Elementary as well as schools in Lyons. Joint training between Boulder County Sheriffs, Hygiene, Lyons, and School District.
- xiv. New Developments/Houses/Businesses
 1. Plans have been approved for another new house on Strawberry Circle
 2. Plans have been approved for a new Commercial Egg facility on North 95th St.
- xv. Misc.
 1. The state has come up with a new ID System. All department members including Board Members will be issued the new ID.
 2. Chief will be out of State Sunday July 9th-Sunday July 16th
 3. Chief has ordered a new porta pond that we borrowed from Lefthand Fire during our manure pile and field fire. It was being used to feed sprinklers on the pile. Unfortunately the high winds got a hold of it and damaged the pond beyond

repair. The new pond will be \$1843.00 plus shipping. Waiting for the bill.

4. Beginning in March, Fire Marshal Homyak will be going around to all the Fire Hydrants in our district and issuing each of them their own ID number that we will use for tracking purposes. After that project is completed we will begin performing annual flow tests on the hydrants.
5. Annual dues for facility use of the Boulder County training center increased this year by \$50
6. Currently waiting on word for a grant through Department of Homeland Security for Ballistic PPE for Firefighters.

VI. OLD BUSINESS

- a. Box Folders – discussed as a part of document archival and retention proposal
- b. Posting locations revisited
 - i. Chief Bollacker will hang the new bulletin board at the station.
 - ii. Director Baldrige will contact the Purple Door to see if they could be the third location.

VII. NEW BUSINESS

- a. Compensating Volunteers – Director Baldrige contacted the attorney John Chmil regarding the pay per shift program and the board discussed his response.
 - i. The pay per shift program may not meet legal guidelines for compensating “volunteers” per state statute.
 - ii. Compensation could be given to volunteers as reimbursements or as a part of an incentive award program.
 - iii. Director Brinkman will take on the responsibility of researching this further and reporting back to the board.
 - iv. Director Baldrige will hand over payroll duties to a bookkeeper in the near future.
- b. Vehicle & Insurance Allowance – Per John Chmil at Lyons Gaddis, does not need to be taxed.
 - i. Chief Bollacker will keep track of his vehicle expenses to give to Director Baldrige once a year.
- c. Compensating Maggie, part time employee
 - i. Chief Bollacker created a personnel file for her. Maggie will fill out an application and submit a W4.
 - ii. Director Baldrige will check to see if there is a maximum number of hours that Maggie can work each week.

VIII. DEEP DIVE

- a. The Pancake Supper Fundraiser was very successful as discussed in the Chief’s Report.
- b. Chief Bollacker will create an updated newsletter and send it to the board for feedback.
- c. 2017 Goals/Deep Dive Topics:
 - i. See original list of Board member suggested goals below.

- ii. Discussion of the need for bylaws. The attorney strongly recommends them and policies and procedures will be helpful to future board members. Director Snyder and Baldrige both suggest them as well. Director Brinkman expressed concern about whether bylaws will be restrictive. Consensus is that bylaws need to be included in the goals.
- iii. Discussion on what level of service the department will provide including medical service/ambulance service.
- iv. Director Snyder will edit the list to remove duplicates and account for all feedback and will distribute to the board via email to disseminate the information.
- v. Discussion of the need to improve the efficiency, respectfulness, and effectiveness of board meetings. Director Baldrige expressed the desire to find someone to come in and help direct the board meetings and teach the board members how to discuss the topics appropriately. She wants to keep members from going off on tangents and clear meeting agendas. Chief Bollacker said that he will look into a training opportunity about board behavior. Director Snyder said he believes there is room for improvement. Director Beeman thinks that our efficiency is improving although there is still the need for work to be completed. Director Brinkman doesn't see major problems with the operation of the board. Director Koslov agrees with Director Brinkman. She is comfortable speaking up and redirecting conversation if necessary. Director Baldrige offered to remove this goal from the list. The consensus of the board is that improvement is always possible but it doesn't need to be a written goal for 2017.
- vi. There was already discussion of document handling with a plan for Maggie to assist in this through the proposal that Director Koslov suggested. This is a goal for 2017.
- vii. Discussion of a Strategic Plan. Director Brinkman created one previously. Director Baldrige thinks that this is still a good goal to keep for 2017.
- viii. Discussion of Director Beeman's suggestion for classifying, insuring, documenting, and paying/taxing employees. Director Snyder mentioned that there should be job descriptions for any employee positions. Director Baldrige agrees that the goal of classifying employees and setting up taxes and payment appropriately should be on the list.
- ix. The list of goals was narrowed down by consensus of the board to;
 - 1. Board Bylaws/SOPs – Responsibility of Director Baldrige
 - 2. Record Keeping – Responsibility of Director Koslov and Maggie
 - 3. Level of Service/Medical Service – Responsibility of Director Koslov and Director Snyder
 - 4. Statement of Purpose – Responsibility of Chief Bollacker
 - 5. Strategic Plan – Responsibility of Director Brinkman
 - 6. Employee Insurance, Taxes, and Job Descriptions – Responsibility of Director Beeman (Insurance), Director Baldrige (Taxes), and Chief Bollacker (Job Descriptions)

ADJOURNMENT – Director Brinkman moved to adjourn, seconded by Director Koslov, and passed unanimously at 9:21pm.

Motion/Resolution Summary:

- MOTION: Director Baldrige moved to approve the minutes, seconded by Director Brinkman, and passed unanimously at 7:09pm.

- MOTION: Director Koslov moved to allocate \$4000 to hire Maggie for 200 hours at \$20 per hour to initiate the document archive and retention system and maintenance, Seconded by Director Baldrige, and passed unanimously at 7:52pm.

Director Tasks

Everyone

- None

Steve

- Research whether the pay per shift program meets legal guidelines for compensating “volunteers”.

Molly

- Work with Judy to submit the Exemption from Audit to the State Auditor.
- Ask the attorneys if there are legal requirements for declaring a state of emergency such as a large fire or flood.
- Contact the Purple Door to see if they could be the third posting location.
- Check to see if there is a maximum number of hours that Maggie can work each week.

Scott

- Compile Board Member Goals final list and email to board members.
- Add first quarter financials approval to the May BOD meeting agenda.

Judy

- Update calendar as needed and include board members responsible for each item.
- Update the Call Log graphs with February and March data for the next meeting.
- Work with Molly to submit the Exemption from Audit to the State Auditor.
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Dave

- Discuss laptop and scanner options with Maggie and Chad.

Chad

- Continue updating the auto/mutual aid agreements.
- Send the board finished auto aid/mutual aid agreements for their information.
- Continue to provide call and responder data to Director Koslov and from now forward include distance from the station data as well.
- Discuss laptop and scanner options with Maggie and Dave.
- Continue correspondence with Chief Benson regarding AMR response plan. Notify committee if AMR doesn't reach out to you.
- Send thank you letter to volunteer who operated backhoe to assist department with fire.
- Look into legal requirements for declaring a state of emergency such as a large fire or flood.
- Hang the new bulletin board at the station.
- Create an updated newsletter and send it to the board for feedback.
- Give Maggie an application to fill out.
- Look into a training opportunity about board behavior.

Cody

- None

Maggie

- Apply to become a Notary Public
- Discuss laptop and scanner options with Dave and Chad.
- Fill out an application and submit a W4.
- Work with Judy to organize and implement the document archive and retention project.

2017 GOALS FOR HFPD

- 1) From Molly:
 - a) Board Bylaws and SOPs.
 - b) Get medical situation figured out: # of paramedics and EMTs we should have; good understanding of our status quo vs other departments; what medical response equipment should we have especially if ambulance availability is questionable.
 - c) Get record keeping system set up - filing, organization, preservation, accessibility of docs.
 - d) Board meetings and work: how much work do we do between meetings, what's expected, what are we willing to do, who takes responsibility for what.
- 2) From Scott:
 - a) Realize an effective response to fire, rescue and medical (including transport) calls for service. Effective = adequate personnel, appropriately trained & equipped, arriving in an acceptable time frame (as established within HFPD Goals.)
 - b) Realize an electronic document management system that works intuitively for BOD, Staff and Volunteers.
 - c) Realize BOD meetings that are respectful, efficient, effective, grounded in fact & fun.
 - d) Adopt BOD By-Laws
 - e) Review "Statement of Purpose" & refile with Boulder County if necessary.
 - f) Develop a plan for capital equipment additions/replacements & Station Improvements
- 3) From Dave:
 - a) Be sure that any contract employees have a written contract, proper tax accounting, and necessary insurance coverage
 - b) Arrive at a mutually satisfactory organization of Box folders with specified owners/curators.
- 4) From Steve:
 - a) Adopt a HFPD Strategic Plan – includes F from 2 above