

Hygiene Fire Protection District
P.O. Box 83, Hygiene, CO 80533
Board of Directors Regular Meeting
Wednesday, July 8, 2020
7:00 p.m.

In Compliance with the State Stay-at-Home Order, this meeting was conducted virtually through Zoom teleconferencing software. Brian Sanders was the meeting Host.

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

Directors Not in Attendance: Don Cole (Resigned)

Department Personnel: Chief Cody Trevithick, Assistant Chief Russ Benzel, Fire Marshal Travis Homyak, EMS Lieutenant Travis Sugg, and E/A to the Board Jennifer Cook

Meeting Attendees: Firefighters Martin, P., Caviness, and Ratkovitz, and District resident Arnold Turner

- I. PENSION BOARD AS NEEDED – NONE

- II. CALL REGULAR MEETING TO ORDER – Regular meeting called to order at 7:01 PM

- III. AUDIENCE COMMENTS FOR ITEMS NOT ON THE AGENDA - NONE
Questions/comments solicited via the Zoom teleconferencing tool.

- IV. APPROVE MINUTES
 - a. Regular Meeting, June 10, 2020 – A MOTION to approve the regular meeting minutes was made by Director Sanders, with the correction that Pension Board Chair Bashor will notify the retirees of the steak dinner, not Director Snyder. Director Martin seconded and the motion was approved by unanimous vote.

- V. POST OFFICE –
 - a. Arnold Turner is a local realtor who paid to have the Post Office built on the HFPD-owned land abutting the Fire Station. Mr. Turner leases the land from the FD for \$625/month, and rents it to the Post Office for \$1,625. The lease between the PO and Mr. Turner was originally for 20 years, with the option to extend in 5-year increments. Next June will be 30 years, and the PO has confirmed that they would like to renew their lease for another five years, as well as two more 5-year terms thereafter. After expenses and the lease payment to the HFPD, Mr. Turner nets around \$1,125/month. The PO pays ~\$11/sq ft per year and Mr. Turner feels that they should be paying closer to \$15/sq ft per year.

- b. There seems to be a lack of clarity on who “owns” the post office. Mr. Turner built it and his understanding is that, as long as it operates as a USPO, he owns the building and the HFPD owns the land on which it sits. Director Martin proposed having a real estate attorney look over the lease/original documents. The USPO has retained the services of commercial real estate firm of Jones Lang LaSalle to represent them in this discussion. The firm will need to be paid a commission of 4% of the total 5-year lease term, approximately \$4,400. We will need to address who is responsible for paying the commission, either the Turner family will pay, or the cost will be divided between the Turner family and the HFPD in some way.
- c. Mr. Turner offered to meet with Director Snyder or the HFPD attorney to jointly review the documents that he has, and explain why he believes that it supports his position. Chief Trevithick noted that the respective lease copies may not be identical, since there is no evidence in the HFPD copy that suggests the building has to stay in the Turner family. Director Snyder will schedule a time to meet with Mr. Turner, to collect copies of his documents and distribute them to the Board.
- d. We will have a real estate attorney look over the documents that Director Snyder receives from Mr. Turner. Chief Trevithick will try to contact some of the Board members who were involved at the time that the PO lease was created, almost 30 years ago.

VI. REPORTS

a. Treasurer’s Report

i. Treasure Transfer Status

1. Director Sanders will provide Director Snyder with a document to sign that will authorize Director Sanders to access the CSAFE account.
2. Director Sanders is now a signatory on all bank accounts. Former Director Baldrige needs to confer digital authorization for him to have online access.
3. Director Sanders will contact the SDA for login credentials so that he can get more information on the Gallagher Amendment.
 - The Gallagher Amendment is up for public input. Director Sanders suggests more discussion by the Board, and possibly communicate the situation to the District members through the website and/or social media. Director Brinkman proposed also

sending out a mailer to alert the District members of the need to get involved for their own benefit.

4. Director Martin will get her board profile to Director Sanders in the next week so that it can be posted on the website.
- ii. June Financials – The balance sheet and budget-to-actual reports were reviewed. Director Sanders would like to make one more full review before presenting to the board for approval, so the June financials and the second quarter financials will be voted on at the August meeting.
1. Director Sanders added some color coding to the adjacent notes on the financials.
 - Yellow: Pressing and may need to be addressed moving forward
 - Green: Current information that is useful to be aware of
 - White/no-color: Useful ongoing detail, but not necessarily specific to the current month
 2. There was some discussion about exclusion fee payments and how they should be entered into the financials. The payments are not income, but rather a pass-through fee reimbursement for attorney costs related to property exclusion requests.
 - Director Brinkman will send Director Sanders the Lyons Gaddis bill related to the exclusions, so that we're sure that we are being reimbursed by the developers for the full amount of the bill.
 3. Chief Trevithick will alert Director Sanders when the final large payment on the truck is coming due. There will be some additional costs thereafter for outfitting the truck for wildland, medical, etc.
 4. FF Ratkovitz is managing the paperwork and submissions to the state for COVID-19 reimbursements. She reported that there is no definitive due date to apply for COVID-19 expense reimbursements. They make 2-3 distributions per year and the application process is simple. Pre-purchase funding is available, as well as post-purchase reimbursements. Director Sanders will create a new file on Google Drive and put PDF copies of all relevant receipts for FF Ratkovitz to access whenever she makes the application.

- iii. Audit Status – The audit must be submitted by September 2020.
- iv. CPA Search – Ongoing. The CPA that we used to prepare the audit will not be able to review financials on a monthly basis.

b. Secretary's report

i. Upcoming deadlines – The Steak Dinner and Christmas Party.

- 1. In consideration of the State's COVID-19 safety guidelines and concern for protect our members, the Board decided that this year's steak dinner will be cancelled.

ii. The transparency notice has been posted on the SDA website. Oaths of Office and bonds for the new Board members have been submitted to the County.

c. Run Data – Director Cole was responsible for run data, but he recently resigned from his position on the Board. Chief Trevithick will touch base with former Board member Judy Koslov to see if she would be willing to resume those duties on a volunteer basis. She could meet with the shift workers to get the needed information and prepare the reports as she did before. She would not have direct access to the system so there would not be a risk of exposing personal or medical detail to a non-authorized member.

d. Chief's Report

- i. Fuel Tanks – Chief Trevithick got a new bid to wire in the new tanks for ~\$3,800, which is the lowest yet, but still much higher than the amount budget for this job. Because the fuel tanks will eventually be moved to the permanent training ground when such land is secured, we will be installing temporary wiring in the meantime. Instead of burying the lines, temporary wiring will be fed through rigid conduits, secured to the ground, and will be fully up to code. The extra funds above budgeted amount will be pulled from the Building account.
- ii. Shift Coverage – Assistant Chief Benzel presented shift coverage numbers for June. We had 100% coverage for the entire month, and there were between two and four workers on every shift. There were quite a few days with multiple calls within a short period of time. Because we had so many people on shift and responding, the Department was able to successfully take care of all of them – including a structure fire in Lyons that had 12-13 HFPD responders.

iii. EMS Management – In process

iv. Other Issues & Opportunities

1. The title for the rescue trailer that was approved for sale last month is still in Amgen's name. As a FD, we are not required to have plates or titles for all of our apparatus. If we were to sell or donate it to another FD, it wouldn't be a problem, but we would need to secure the title if we were to sell it to an individual or business. Chief Trevithick has someone who is interested and ready to buy, but we cannot complete the sale until we have the title. Chief Trevithick has attempted to address this problem with multiple people at Amgen, without success. He called CDOT and they sent information to get a bond that could help secure the title, but the process will take between one and six months to complete.
2. Chief Trevithick, Training Captain Barnaby, and Fire Marshal Travis Homyak are flying out to the Rosenbauer plant next week to do the final Timberwolf inspection. Assuming that everything looks the way we want, it will be ready for delivery soon. Both wildland and structure crews are making equipment orders that should arrive right around the time that the truck is delivered.
3. The truck check system is working well. Members are finding problems in advance and, consequently, we're sending a lot of apparatus to be fixed. Mountain View has completed most of the repairs and returned them in a very short period of time, but we're starting to exceed the amount budgeted for repairs and maintenance. 2803 is going in tomorrow to deal with consequences of algae getting into the fuel filter again. This has been a problem for ~4 years, since filling up at a station that mixed Biodiesel with regular diesel. There's no way to permanently fix this problem without replacing the fuel system entirely.
4. The Department is still holding training sessions over Zoom as much as possible, but we're now doing some in-person trainings as well. Social distancing is being enforced. If someone is feeling sick, they are not allowed to show up. The apparatus, equipment, and fire station continue to be cleaned and disinfected regularly.

v. Mutual Aid, Lyons FPD, Water Rescue

1. Assistant Chief Benzel presented the new version of the Mutual Aid Agreement with Lyons. The only real change from the previous

agreement is in section 2.3, which states: “The parties agree to respond as automatic aid on swift water rescues that occur in the town of Lyons, east to Highway 36 and Highway 66.” The boundaries are also slightly different from before. The objective for the change is to get on the first tone, so that the HFPD can get notified sooner and ensure a faster response.

- A MOTION to approve the renewed Auto-aid Agreement with Lyons was made by Director Brinkman. Director Sanders seconded and the motion was approved by unanimous vote.
 - Chief Trevithick will leave the new agreement in Director Snyder’s box. Director Snyder will sign and then put it in Director Brinkman’s box for a second signature.
2. Lyons is focusing on addressing their command structure, including looking to fill a couple of paid spots, and deciding how they want to organize moving forward. It is a difficult situation for them and the HFPD has offered to help in any way possible. Some of the volunteers pulled back because they supported the former Chief and opposed his forced resignation, but others members are stepping up to serve the Lyons FPD and residents. We can still rely on them for auto aid and mutual aid.

VII. OLD BUSINESS

- a. Temporary Training Ground Lease – Roberta Sadar is comfortable with and ready to sign the lease that we’ve drawn up to use some of her property for temporary training grounds. We can get the Conexes transported and set up as soon as both parties sign the lease.
- i. A MOTION to approve the lease was made by Director Sanders. Director Brinkman seconded and the motion was approved by unanimous vote.
- b. Use of Department Vehicles, see draft – Assistant Chief Benzel presented the latest version of the Fleet Use Policy, with the recent corrections by board members. In addition to the content, the presentation has also been changed; it is a single policy, comprised of two parts, so the policy is now at the top of the document and the waiver at the bottom.
- i. A MOTION to approve the Fleet Use Policy was made by Director Brinkman. Director Sanders seconded and the motion was approved by unanimous vote.

VIII. NEW BUSINESS

- a. 2020 General Election/District Boundary Map
 - i. We received communication from Boulder County, asking if we intend to participate in the next general election.
 - ii. As we exclude properties, the change to our District boundaries are reflected on the County GIS maps. When they post the map with the most recent exclusions, we need to get a copy so that we can file an updated copy of the HFPD boundaries.
- b. Recognition for departing Board Members – Director Snyder bought gift certificates for former Directors Koslov and Baldrige, as a thank you for their service, and would like to be reimbursed. Chief Trevithick will put a reimbursement request form in Director Snyder’s mailbox. Director Snyder also suggested that the HFPD purchase plaques for each of them that they could display in their homes. We have a budget for such gifts. The Board will decide what they would like inscribed on each plaque and Chief Trevithick will have them made.
- c. Board Vacancy – The Board needs to fill the spot recently vacated by Don Cole. Around the time of the last election, there were two District residents who had expressed interest in serving, but had to withdraw for personal reasons. Director Snyder will contact each of them to assess their respective ability and willingness to fill a Board seat. Director Sanders will post an announcement on the website.
 - i. Volunteer FF Patrick Martin, husband of Director Martin, would also like the opportunity to be considered if it does not present a conflict of interest. Jen will look into the rules on whether one or two Department Members are allowed to serve on the Board at one time.
 - ii. Director Cole was responsible for Department insurance policies and communications. Chief Trevithick receives the bills though, so we are not at risk of missing any payment obligations. There isn’t much else that needs to be done with the insurance until the policy renews. As we get closer to that date, Chief Trevithick recommends assigning a Board member to spend some time reviewing the policy.
- d. Assistant Chief Benzel brought up report on a local Missing Person. The Department will likely participate in the search effort.

- e. Fire Marshal Travis Homyak requested approval to purchase 10 Class A uniforms for all of the officers, at a cost of \$635. The uniforms being used right now are very mis-matched in length, style, color, material and age; and do not lend to a respectful or professional appearance at formal events (graduations, funerals, etc.) by HFPD personnel. This expense is not budgeted for 2020 so it was decided that we would purchase four Class A uniforms for the Chief Officers only. Uniforms for the other six officers will be included in the 2021 budget.
 - i. Director Sanders requested a price breakdown of uniform components by class. Fire Marshal Travis Homyak will provide the information.
- f. Director Sanders suggested having a table of apparatus, with their respective purposes, age, and “life,” so that we can plan for replacement. We have something along that line, which Director Brinkman will send to Director Sanders for review and/or suggestions. We are putting aside \$70k/year into the vehicle replacement fund, but that is not enough to cover the full cost of apparatus that will continually need to be replaced. 2801 is the oldest, and just shy of 20 years in service. Chief Trevithick is considering switching over to a Type 3 from a Type 1 when the time comes to replace it. The main difference between the two is the size of the pump and the amount of water that it can carry. A Type 3 is smaller, which means that it’s less of a financial outlay. It also correlates better to District operations. The slightly reduced capacity of a Type 3 will have little impact when responding to a fire quickly and, due to the shift program, members are able to quickly be on scene. Conversely, not having a Type 1 in the Department could potentially hurt our ISO rating, which could have an impact on insurance premiums. Chief Trevithick will continue to research replacement options.
- g. Director Snyder noted that the 2021 budget is coming up soon. Chief Trevithick will ask the Officers to start preparing and prioritizing their wish lists. Director Snyder asked that the consolidated wish list include as many of the foreseeable needs for the Department (training center, truck purchases, station additions, etc.), so that the Board has a clear understanding of both short- and long-term requests.
- h. The HFPD is next up on the list of deployments if there is a wildfire in this region. Unfortunately, the Type 6 that would be deployed is currently undergoing maintenance but, if we get it back in time to get called for deployment, the Type 6 could generate up to ~\$20,000 to the HFPD. Two people have recently gone on single resource deployments. The Department will front compensation for those members, and Chief Trevithick will submit paperwork for payment reimbursement to the federal government.
- i. We’re in need of a new small business printer/scanner. We could lease one for an estimated \$160 per month, or buy one if it can be found for a reasonable price. If we lease, we wouldn’t have to worry about repair or replacement costs, but we would have to make the monthly lease payments indefinitely. If we purchase one, we

would have a much larger outlay, and equipment malfunctions could leave us without a printer for an extended period of time, but we would own it with a single payment. Director Snyder has a contact for a printer lease that he will send to Chief Trevithick.

IX. AGENDA NEXT MONTH

- a. Work Session? - None
- b. Regular Meeting – No discussion

X. ADJOURNMENT – A MOTION to adjourn the meeting was made by Director Brinkman at 9:10 PM.

Motion/Resolution Summary:

- MOTION to approve the regular meeting minutes
- MOTION to approve the renewed Auto-aid Agreement with Lyons
- MOTION to approve the temporary training ground lease with Roberta Sadar
- MOTION to approve the Fleet Use Policy
- MOTION to adjourn the meeting

ACTION ITEMS:

Chief Trevithick

- Try to contact some of the Board members who were involved at the time that the PO lease was created
- Alert Director Sanders when the final large payment on the truck is coming due
- Touch base with Judy Koslov to see if she would be willing to resume preparing run data
- Leave the new Auto Aid Agreement in Director Snyder’s box
- Put a reimbursement request form in Director Snyder’s mailbox
- Get plaques made once the Board decides on the wording for each of the former Directors
- Ask the Officers to start preparing and prioritizing their 2021 budget wish lists, including large or long-term requests

Assistant Chief Benzel – NONE

Fire Marshal Homyak

- Provide the Board with a price breakdown of uniform components, by class

All Board Members

- Decide what to inscribe on the recognition plaques for former members Koslov and Baldrige

Director Snyder

- Schedule a time to meet with Mr. Turner to collect copies of his documents and distribute them to the Board
- Sign the Auto Aid Agreement and leave it in Director Brinkman's box
- Contact the two District residents who had expressed interest in serving on the Board
- Send printer lease contact to Chief Trevithick

Director Brinkman

- Sign the Auto Aid Agreement
- Send Director Sanders the vehicle replacement schedule

Director Martin

- Send board profile to Director Sanders so that it can be posted on the website

Director Sanders

- Contact the SDA for login credentials
- Post an announcement that we are looking for a new Board member on the website

Executive Assistant to the Board

- Send the June minutes to Chief Trevithick and Brian Sanders to post on the Hygiene FD website
- Look into the rules on whether one or two Department Members are allowed to serve on the Board at one time