

**Hygiene Fire Protection District**  
**PO Box 83, Hygiene, CO 80533**  
**Board of Directors Regular Meeting Agenda**  
**Thursday, December 22, 2016**  
**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, Assistant Chief Cody Trevithick, Maggie Personeus, Keith Parrinello, Pam Adler

**Meeting Attendees:** None

- I. PENSION BOARD AS NEEDED  
Election Results – Elections will take place next week.
- II. CALL REGULAR MEETING TO ORDER at 7:05pm
- III. AUDIENCE COMMENTS FOR ITEMS NOT ON AGENDA - Please limit comments to five minutes - None
- IV. APPROVE THE NOVEMBER MEETING MINUTES – Director Baldrige moved to approve the November minutes. Seconded by Director Brinkman, and passed unanimously at 7:06pm.
- V. REPORTS
  - a. Treasurer’s report
    - i. November Financials – Sent via email to the board by Director Baldrige. Nothing of concern to Director Baldrige. No board questions.
    - ii. Status of “Description of Funds” has been posted on website.
    - iii. Accounting firm available to consult. They will complete the exemption from audit form for 2016.
    - iv. Director Baldrige got the Board of Director Insurance Bond required by the SDA. She suggests that this insurance bond be an item for Director Beeman to discuss with the insurance agent at some point in the future.
    - v. Hygiene’s FPPA account has received the state contribution to the pension.
  - b. Secretary’s report
    - i. Upcoming deadlines – Director Koslov pulled up the calendar to show the board. Director Baldrige discussed the finance related requirements. All of which have been completed.
    - ii. Chief Bollacker will work with Boulder County Assessor to update the map of district boundaries with the CO Division of Local Government.
      - i. Chief Bollacker will upload the updated map to HFPD website.
    - iii. Call Data – Director Koslov reviewed the updated graph including the November data. Director Baldrige asked Director Koslov to add a text box listing the types of calls (i.e. fire, motor vehicle accident, gas leak) in each category; EMS, non-EMS, and other.
      - i. In the response time table, there is a difference in response times between EMS calls and non-EMS calls. Response time has been significantly faster for non-EMS calls for the last three months.
      - ii. The number of responders table shows that there were more responders for both EMS and non-EMS calls in November than

October. We met the goal of two responders to EMS calls but did not for non-EMS calls in November.

- iii. Chief Bollacker will send Director Koslov data on how long each call takes from station to call location starting now.

## VI. Chiefs Report

- a. Ambulance Service Update – Chief Bollacker emailed the board an update via email. There are still further options to explore with AMR who has renewed their contract with Boulder County.
  - i. Director Baldrige asked if the department should consider equipping a vehicle with some ALS equipment. Chief Bollacker explained that he is discussing this option with the physician advisor.
  - ii. Discussion of reporting change highlighting BLS versus ALS calls to determine the need for additional ALS equipment.
    1. Chief Bollacker is looking for grants to fund ALS equipment.
- b. The department has a signed contract with a new physician advisor Dr. Caleb Hernandez. He is located out of Northern Colorado Medical Center.
- c. Auto/Mutual Aid Update – Chief Bollacker uploaded a map to box.com showing auto/mutual aid areas.
- d. Marijuana Grow Facility – The facility will not be opening because they have been denied a hydrant water tap to comply with fire code.
- e. Staffing –
  - i. Five new individuals/volunteers have been sworn in.
    1. Two are currently EMTs.
    2. Training has started.
    3. Two more will be sworn in Monday evening.
    4. Two are interested in shift coverage.
  - ii. There are currently 30 members.
  - iii. Most were referred to HFPD by word-of-mouth.
- f. QRV vehicles - Have been ordered and under budget at approximately \$88,000 total for two vehicles.
  - i. This cost includes; vehicle, radio, lighting, striping, and medical equipment transferred from vehicle 21.
- g. Brush truck - Ford hasn't delivered the truck yet. May be ready to inspect in March. Anticipated to be finished the beginning of April.
- h. The department Christmas party went well.
- i. Assistant Chief Trevithick has returned to his normal duties.

## VII. OLD BUSINESS

- a. Shift Incentive Program (SIP) – Discussion of the written agreement that Chief Bollacker created. Director Brinkman asked that a sentence or two be added explaining that any violation of the agreement could make that member ineligible to participate in the SIP.
  - i. Members will clock/log in and out on the responding system.
  - ii. Director Koslov moved to formally begin the SIP program effective January 1<sup>st</sup>, 2017. Director Baldrige seconded, passed unanimously at 8:34pm.
  - iii. All members in the SIP will be paid as contract employees and Chief Bollacker will have them fill out 1099 forms.
  - iv. Chief Bollacker plans to do an initial review of the program in April 2017.
- b. Resolutions – All resolutions have been reviewed and approved by the attorney. The Board reviewed three resolutions before voting.
  - i. Resolution #2016-005 to Execute Lease Purchase Agreement – Director Brinkman moved to approve, seconded by Director Koslov, and passed unanimously at 8:38pm.

- ii. Resolution #2016-006 Combined-Adopt 2017 budget and Appropriate Funds for FY 2017 – Director Brinkman moved to approve, seconded by Director Beeman, and passed unanimously at 8:58pm.
  1. Discussion of the 2017 general fund budget. Discussion of setting aside approximately \$5,000 out of the contingency fund to hire an accountant.
- iii. Resolution #2016-007 Resolution to Set Mill Levies – Director Brinkman moved to certify the Mill Levies, seconded by Director Baldrige, and passed unanimously at 8:59pm.

VIII. NEW BUSINESS

- a. Website, Assistance to Manage – One of the new volunteers is willing to help. Chief Bollacker asked that this volunteer wait until his training is complete.
- b. Chief Bollacker asked the board if the “Financial” tab on the website needs some updating.
- c. Director Baldrige would like discussion of goals to be added to the January agenda.

IX. DEEP DIVE

- a. BOX for the tech challenged – Discussion of the box.com accounts and how to get set up and invite collaborators to folders.
- b. Chief Bollacker would like the membership policy manual added to the Deep Dive for January but Director Baldrige asked that this be handled outside of a BOD meeting. Chief Bollacker will email it to the board and once a final draft is completed, it can also be sent to the attorney for final approval.

ADJOURNMENT – Director Koslov moved to adjourn, seconded by Director Brinkman, and passed unanimously at 9:24pm.

In January the BOD meeting will move back to the 2<sup>nd</sup> Wednesday (1/11/17) at 7:00 PM.

## Director Tasks

### Everyone

- None

### Steve

- Consider Board goals for 2017 and bring your most important ones to the January meeting for consideration/discussion.

### Molly

- Consider Board goals for 2017 and bring your most important ones to the January meeting for consideration/discussion.

### Scott

- Add Board Member Goals discussion to the January BOD meeting agenda.
- Consider Board goals for 2017 and bring your most important ones to the January meeting for consideration/discussion.

### Judy

- Update calendar as needed and include board members responsible for each item.
- Update the Call Log graphs for the next meeting.
- Add a text box to the call log graphs listing the types of calls (i.e. fire, motor vehicle accident, gas leak) in each category; EMS, non-EMS, and other.
- Update map of district boundaries with Department of Local Government.
- Consider Board goals for 2017 and bring your most important ones to the January meeting for consideration/discussion.

### Dave

- Consider Board goals for 2017 and bring your most important ones to the January meeting for consideration/discussion.

### 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.
- Work with Boulder County Assessor to update the map of district boundaries.
- Upload the updated map to HFPD website and send a copy to Judy so she can update is with CO Department of Local Government.
- Add a sentence or two to the Shift Incentive Program, written agreement, explaining that any violation of the agreement could make that member ineligible to participate.
- Email a copy of the Membership Manual to the board for their review.
- Discuss the option of ALS equipment being added to vehicles with the physician advisor.
- Look into additional grants for ALS equipment.
- Consider Board goals for 2017 and bring your most important ones to the January meeting for consideration/discussion.

### Cody

- Consider Board goals for 2017 and bring your most important ones to the January meeting for consideration/discussion.