

**Hygiene Fire Protection District**  
**P.O. Box 83, Hygiene, CO 80533**  
**Board of Directors Regular Meeting Agenda**  
**Wednesday, August 8, 2018**  
**7:00 p.m.**

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

**Department Personnel:** Chief Trevithick, Training Captain Russ Benzel, Pension Board Chair Paul Bashor and EMS Director Cindy Brown

**Meeting Attendees:** Firefighter Eisman

- I. PENSION BOARD AS NEEDED – Pension Board Chair Bashor is going to find out whether a FF can qualify for a pension plan if they work for multiple departments for a total of 10 years, or if they must work for the same department for the entire 10-year period.
- II. CALL REGULAR MEETING TO ORDER – Regular meeting called to order at 7:05 PM
- III. AUDIENCE COMMENTS – EMS Director Brown reported that Physician Advisor Elena Garcia is moving out of the country at the end of the month. The EMS Department recommends that the Board approve Andrew Housholder to fill the vacancy. He is an ER Physician at Longmont United, served as a combat medic in the Air Force for 4 years and is willing to get involved and help with training. EMS Director Brown provided the Board with a copy his CV and Physician Advisory Agreement. A MOTION was made by Director Brinkman to pay Andrew Housholder \$1,500 for his Physician Advisor fee. Seconded by Director Koslov and approved by unanimous vote.
- IV. APPROVE MINUTES
  - a. Study Session Minutes July – A MOTION to accept the July study session minutes was made by Director Brinkman, Director Cole seconded. Approved by unanimous vote.
  - b. Study Session Minutes August - A MOTION to accept the August study session minutes was made by Director Cole. Director Brinkman seconded the motion on the condition that Training Captain Benzel’s name be added to the list of attendees. Director Baldrige abstained from voting since she was not able to attend this study session. The other four members unanimously approved the motion.
  - c. Regular Meeting July - A MOTION to accept the minutes from the July Board meeting was made by Director Brinkman, Director Baldrige seconded. Approved by unanimous vote
- V. REPORTS
  - a. Treasurer’s report
    - i. 2<sup>nd</sup> Quarter Financials, motion to approve - A MOTION to approve the 2<sup>nd</sup> quarter financials was made by Director Brinkman, Director Cole seconded. Approved by unanimous vote

- ii. July Financials – Review and discussion of the documents provided by Director Baldrige ahead of time. There is nothing unusual or of concern.
  - 1. Director Koslov asked about putting the utility bills on automatic payment. Some of the utilities are still being sorted out between the Station and the Bunkhouse but Director Baldrige will get all utility bills setup for auto-pay in the next month or two.
  - 2. Director Baldrige has put together a new format for the 2019 budget. She will send the template to Chief Trevithick for him to distribute to all Officers submitting budget requests for the new year.

b. Secretary's report

- i. Upcoming deadlines – District's preliminary valuation for assessment certified by the County's Assessor takes place in August. The assessment is used to compute the statutory and TABOR property tax revenue limits. No action is required from us.
  - 1. The Gallagher amendment limits the amount of tax revenue from residential properties. As property values increase over time, the tax rate correspondingly decreases, which means a drop in property tax revenue for the District. The Board is considering adding a measure to the ballot in 2019 in an effort to minimize the effects of the Gallagher Amendment. Each member will research the issue and the topic will be added to the agenda for the December 2018 Board meeting. Director Snyder will contact the Assessor's office to see about having a representative come to a meeting to help the Board understand the situation and answer questions.
- ii. Archive & Retention Project, Backup system
  - 1. Jen contacted Maggie to get access to Box.com and she now has ownership of all files and folders.
  - 2. Chief Trevithick will contact Auxiliary Volunteer Bob Barnaby to find out if he has numbers and information to give to the Board to use in preparing the 2019 budget. If he cannot, Chief Trevithick will ask whether Bob has enough spare time to work on this project or if the Board should consider looking for another person to handle IT security.

c. Chief's Report

- i. FD Performance Report
  - 1. Fire Marshal Homyak has a new job and will continue serving as Fire Marshal but will no longer be able to prepare the performance reports. FF Tolman will take on this responsibility but he will produce a more limited report. Chief Trevithick encouraged the Board to explore the website [Iamresponding.com](http://Iamresponding.com) and gave the Board a tutorial on how to access the various types of data. He will set each Board member up with their own login ID and password.
  - 2. There were 21 calls in July and the majority were for medical services. YTD there have been 159 calls.
- ii. Wildland Deployment Policy

1. Three FFs are currently deployed to incidents in three locations in the western part of the country. Their absences mean that fewer FFs are available to cover the Station but Chief Trevithick is confident that there are enough FFs remaining to fill any gaps. No more than three members may be deployed at any one time in order to ensure that the District has the manpower it needs.
  2. Director Baldrige requested that any social media posts relating to HFPD firefighters on wildland deployments begin with the message that the District still has adequate coverage to address local calls.
- iii. 2831 Vehicle Title – The title has been secured. Chief Trevithick will pick it up
- iv. Bunk House Needs
1. Air Conditioning – Chief Trevithick is going to talk to his grandmother (the landlord) about getting AC in the house. He would also like to automate the sprinkler system to minimize stress on the pump, which the District is responsible for replacing if it fails.
  2. Electrical Issues – The breaker is strong enough to handle the current but it's old and has weakened over time so it trips easier than it should. Once a new breaker is installed it will be much more difficult to trip.
  3. Appliances – The landlord will not replace appliances that are still functioning. Chief Trevithick will keep an eye out for inexpensive appliances in anticipation of that possibility.
    - Since the season is coming to an end, the riding mower will likely not be purchased until next year. Any unused funds approved for upgrading the bunkhouse will be included in the 2019 budget.
- v. Job Descriptions: Chief, Administrator – Chief Trevithick will re-send these to the Board.
- vi. New Position: Training Administrator – Training Captain Benzel does a significant amount of administrative work beyond his regular volunteer duties for which he is not paid. To maintain his FPPA pension he is prevented from receiving pay for his volunteer duties and Chief Trevithick would therefore like the Board to consider offering compensation for his administrative duties.
1. The Board is receptive to the idea of offering pay for administrative work but expects that these types of needs will continue to evolve over time. It would be better to endow the Chief with an administrative budget for 2019 that he can delegate as he sees fit rather than creating positions on a case-by-case basis.
    - The Board requested that Chief Trevithick put together a list of administrative tasks and assign a value to each in order to determine how much additional administrative funding will need to be budgeted for 2019.
- vii. Alerting System – All quotes that Chief Trevithick received were far too expensive. Instead, anyone on shift will carry one of three voice pagers to alert them to any calls.

- viii. Other Issues & Opportunities – Still need a training facility. Members can use the County training facility but it is not close enough to the station, which means that the two people on shift will be forced to miss out on the training.
1. Chief Trevithick is trying to get Cemex to donate 5-7 acres closer to the Station to be used for a Hygiene training facility.
- ix. Operations Assessment: Medical Response – EMS Lieutenant Sugg put together an operations assessment report for the Board.
1. Policy and Procedures – Medical training policy stipulates that each member complete the number of training hours that are required to renew their respective certifications.
    - HFPD offers two 3-hour continuing education classes per month.
    - EMS Directors will only sign off on certifications if members attend the training classes offered by the Department.
  2. Patient Care – Currently can offer basic life support (BLS) only. The new medical director may be able to help with training in advanced life support (ALS).
  3. Personal Protective Equipment (PPE) – All protective gear such as gloves, glasses, masks, etc. is provided and available to anyone going on calls.
  4. Maintenance – EMS Director Cindy Brown and EMS Lieutenant Sugg are responsible for make sure all batteries are charged, equipment certifications are current, and any expired products are replaced.
  5. Operations Procedures – There is a replacement plan for equipment that is used to plan for the next year’s budget.
  6. Call Types – All calls are 911 calls and are considered emergent unless dispatch or a responder says otherwise.
  7. Supplies and Inventory Management – Supplies can be pulled from AMR’s stock and inventory is reviewed at the start of each shift.
  8. The Board requested a breakdown of medical calls that quantifies the various types of incidents over the past year. They would also like to see the certifications of responders on each call to determine if the District is providing the appropriate medical resources on each call.

## VI. OLD BUSINESS

- a. Move Study Sessions to First Saturday (Scott) - Board study sessions will now take place on the first Saturday of the month because the second Saturday occasionally overlaps with FF training. Director Baldrige will update the transparency notices with the new dates.
- b. 501(c)(3), Association Interest – Bezel; BOD Representative – Training Captain Benzel reported that the Association was interested and it is just a matter of figuring out who the Association Representative would be.

- i. Director Baldrige will be one of the Board representatives and start the process of getting the certification. Director Brinkman volunteered to serve as the second Board representative.
  - ii. The two members from the Association will be FF Ben Tolman and Training Lieutenant Kameron Barnaby.
  - iii. The name of the 501(c)(3) nonprofit organization is “Friends of Hygiene Fire”
- c. Alcohol & Drug Policy (Steve) – The Board members sent their suggestions and comments to Director Brinkman. Director Koslov requested that the policy give more clarity on the use of marijuana since it is legal in the state of Colorado but illegal under federal law.
  - i. Chief Trevithick will send the Board the Alcohol and Drug Policy for the Association. The Board will review it and decide whether it needs be expanded or altered.
- d. Smoking Policy (Steve) – A MOTION was made by Director Koslov to approve the Smoking Policy, Director Baldrige seconded. Motion was approved by unanimous vote.
- e. Weapons Policy (Steve) – Pension Board Chair Bashor is going to contact the insurance company to find out how District insurance can be maintained while loosening up the restrictions on firearms as they relate to the Department.
- f. County Ambulance Contract (Scott) – AMR won the contract and will be partially subsidized by the County. Chief Trevithick met with AMR to see how to improve response times to the Hygiene District. AMR suggested that Lyons, Hygiene and Longmont share the cost to get a fourth ambulance in Longmont. Since the fourth ambulance would not prioritize calls to Lyons or Hygiene, there’s no guarantee that response times would improve. The Board agreed that if Hygiene were going to commit that much money, the District would benefit far more if the Department were to purchase an ambulance that could provide either basic or advanced life support and facilitate transportation to the hospital.
  - i. Chief Trevithick will ask EMS Lieutenant Sugg to put together an estimate of what it would cost to acquire an ambulance equipped for BLS vs. ALS.
- g. BOD Bylaws (Molly) – Director Baldrige read aloud the changes made to the section on voting and quorums that she updated, based on legal advice from our attorney. None of the Board members opposed the wording of the updates but it was still unclear whether a member who attends a meeting remotely can vote. Director Baldrige will ask the attorney about this, finalize the section on indemnification, and send a final draft to the Board members to review for the September meeting.
- h. Paid Staff Retirement & Disability (Molly) – If we have paid FFs who meet the definition of “member” under state statute, we are required by law to have them enrolled in the FPPA. It is the responsibility of the Board to determine whether a FF meets the definition of a member. Based on the conditions set out by the FPPA for members, it doesn’t appear that the terms of the shift staffing program match those requirements. Director Baldrige sent a copy of the shift staffing SOP to the FPPA and we are waiting to hear back.

- i. Roof (Adam) – The contractors are ready to start work and just need a Board member’s signature to complete the permit application. FF Turner will email the papers that need to be signed.
- j. Steak Dinner on September 22<sup>nd</sup>. Invitations will go to all current and retired District Firefighters and each can bring one guest.
  1. Until recently, the steak dinner always took place in June instead of September. Pension Board Chair Bashor pointed out that many of the retired FFs still make plans with that in mind and requested that the date for the steak dinner revert back to June starting in 2019. The Board agreed and future steak dinners will be held on the 3<sup>rd</sup> Saturday in June.
  2. There was some discussion at the July meeting about whether Mountain Fountain could supply the steaks for the dinner. Chief Trevithick noted that the dinner’s established butcher is a former associate of the District and consequently gives a very good price for the steaks. Out of appreciation and respect to the ongoing relationship, the Board agreed that we should continue to use the same provider.

## VII. NEW BUSINESS

- a. Policy for disposal or sale of equipment or property (Scott) – Director Snyder will put together a rough draft and bring it to the September study session.
- b. Motion for Executive Session to Review Personnel Matters – A MOTION was made by Director Baldrige to go into executive session with Chief Trevithick. Seconded by Director Brinkman and approved by unanimous vote.
  - i. A MOTION to exit executive session was made by Director Brinkman. Director Baldrige seconded.
    1. Director Brinkman handed out a consolidated list of the top 5 strategic goals listed by each Board member from the August study session. The list isn’t definitive but represents a good starting point for the Board to develop the strategic plan.
      - First item (listed by everyone): improve facilities
      - Second: Develop a financial forecast of planned expenses and replacement costs.
      - Third: Continue to improve EMS numbers and response times
      - Fourth: Initiate BLS transport for the District
      - Fifth: Cultivate community outreach/PR, good website
    2. Director Brinkman noted that the financial forecast should be undertaken first, since it is the underlying foundation needed to address the other goals.
    3. The strategic goals will be discussed at the next study session.

VIII. ADJOURNMENT – A MOTION to adjourn the meeting was made by Director Koslov at 10:27 PM. Director Brinkman seconded and the motion was approved by unanimous vote.

Motion/Resolution Summary:

- MOTION to pay Andrew Housholder \$1,500 for his Physician Advisor fee
- MOTION to accept the July study session minutes
- MOTION to accept the August study session minutes
- MOTION to accept the minutes from the July Board meeting
- MOTION to approve the 2<sup>nd</sup> quarter financials
- MOTION to approve the Smoking Policy
- MOTION to go into executive session
- MOTION to exit executive session
- MOTION to adjourn the meeting

**ACTION ITEMS:**

**Chief Trevithick**

- Distribute the 2019 budget template to all Officers submitting budget requests for the new year
- Contact Auxiliary Volunteer Bob Barnaby to find out if he has numbers and information to give to the Board to use in preparing the 2019 budget. If not, ask Bob if he has enough spare time to work on this project or if the Board should consider looking for another person to handle IT security
- Give each Board member a login ID and password to lamresponding
- Pick up the title for 2831
- Talk to your grandmother about getting AC in the bunkhouse and automating the sprinkler system
- Re-send Chief/Administrator job descriptions to the Board
- Put together a list of administrative tasks and assign a value to each in order to determine how much additional administrative funding will need to be budgeted for 2019
- Provide the Board with a breakdown of medical calls that quantifies the various types of incidents over the past year, along with the certifications of responders on each call
- Send the Board the Alcohol and Drug Policy for the Association
- Ask EMS Lieutenant Sugg to put together an estimate of what it would cost to acquire an ambulance equipped for BLS vs. ALS
- Ask FF Turner to email the signature papers needed to start roof repairs

**Pension Board Chair Bashor**

- Find out whether a FF can qualify for a pension plan if they work for multiple departments for a total of 10 years or if they must work for the same department for the entire 10-year period
- Contact the insurance company to find out how District insurance can be maintained while loosening up the restrictions on firearms as they relate to the Department

**All Board Members**

- Research the Gallagher Amendment and the impact it has on property tax revenue for special districts

- Explore the website [iamresponding.com](http://iamresponding.com) to get familiar with the layout and available data

### **Director Snyder**

- Add the Gallagher Amendment as a possible ballot issue to the December agenda
- Contact the Assessor's office to see about having a representative come to a meeting to help the Board understand the Gallagher Amendment and property tax revenue for special districts
- Put together a rough draft of the Policy for disposal or sale of equipment or property and bring it to the September study session

### **Director Baldrige**

- Get utility bills setup for auto-pay in the next month or two
- Send Chief Trevithick the new template for the 2019 budget
- Start the process of getting the 501(c)(3) certification
- Ask the attorney whether a member who attends a meeting remotely can participate in the vote
- Finalize the section on indemnification and send a final draft of the Bylaws to the Board members to review for the September meeting

### **Director Koslov**

- Update the transparency notices with the new study session dates

### **Director Brinkman - None**

### **Executive Assistant to the Board**

- Send the July minutes sent to Chief Trevithick to post on the Hygiene FD website
- Scan hard copies of all mutual aid agreements to [box.com](http://box.com) if they aren't already on there