

**Hygiene Fire Protection District
Board of Directors Regular Meeting Minutes
Wednesday, July 8th, 2015
7:00 pm**

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

Department Personnel: Chief Chad Bollacker, Assistant Chief Cody Trevithick

Meeting Attendees: Paul Bashor

- I. **PENSION BOARD - 7:00pm – 7:14pm**
 - a. Had some watches fixed and batteries replaced.
 - b. Pension report – Chief Bollacker will scan it in and distribute it to the Board to review
 - i. The report says that the amount of donations meet our distribution needs.
 - c. How do you retire from the Pension Board?
 - i. Dave can resign from Pension Board, turn in retirement paperwork, and then rejoin the Pension Board as retiree status.

- II. **CALL MEETING TO ORDER - Meeting was called to order by Director Brinkman at 7:14pm.**
 - a. Swear in Judy Koslov. Judy signed for the notary and recited her oath.
 - b. The other Board candidate did not attend.

- III. **APPROVE THE REGULAR MEETING MINUTES**
 - a. Director Snyder asked Chief Bollacker if the portion on “truck status” was accurate. Chief Bollacker confirmed that it was.
 - b. Director Baldrige made a motion to approve the meeting minutes from June 2015. This motion was seconded by Director Snyder and passed unanimously at 7:16pm.

- IV. **CORRESPONDENCE - None**

- V. **OLD BUSINESS**
 - a. Fire House Status – No updates from Chief Bollacker. Firefighter Travis Sugg and Firefighter Ryan Christian installed the lights that were previously discussed.
 - b. Newsletter – No update from Director Brinkman.
 - i. Director Brinkman looked into the Tax Payers Bill of Rights to determine what we will need to do for a Mill Levy Increase.
 - ii. We can only report the data in the newsletter but not express any opinions.
 - iii. District money cannot be used to campaign for the Mill Levy increase.
 - iv. Chief Bollacker has worked on the newsletter. Will email his finished work end of this week for review.
 - c. Planning Consultant Status report – Chief Bollacker is still obtaining some information from the county for the consultant.
 - i. They will send out a preliminary report at the end of this month.

- ii. Overall, they were pleased with the amount of information they obtained.
- iii. They still have several phone interviews to complete. The Board would like more retirees to speak with the consultant.
- iv. Input from retirees, especially those who founded the department, would be most helpful.
- v. Director Brinkman would like Assistant Chief Trevethick and Paul Bashor to do a phone interview with the consultant.
- d. Continued hunt for Board Members, identifying needs, building depth
 - i. Director Brinkman will check with Mr. Shurtleff to see if he will still join.
 - ii. The Consultant recommended that we not have a current Hygiene Firefighter on the board.
 - iii. Director Brinkman will discuss board makeup with the consultant.
- e. Replacement truck status report – 2830
 - i. Chief Bollacker is still working on it. New motor will cost approximately \$8,000. Labor will be additional.
 - ii. Cannot determine if current damaged motor was “new” at time of installation. Mountain Truck says that it was a new motor. Chief Bollacker will contact them to find information about the origin of the motor.
 - iii. Department Mechanic's recommendation is to scrap out the truck. We would likely make more money to part out the truck.
- f. Board member duties discussion/assignments
 - i. President’s duties – create agenda, send agenda to members, plan ahead, and lead the monthly meeting.
 - ii. Director Baldrige made a motion to assign Director Snyder as the new board President. Motion seconded by Director Koslov and passed unanimously at 7:48pm.
 - iii. Director Brinkman will still participate in meetings.
 - iv. Director Baldrige will train Director Koslov on duties.
 - v. Director Secretary Position is still vacant.

VI. NEW BUSINESS

- a. Rearrange signatories for financial institutions
 - i. Director Baldrige moved to remove Directors Steve Brinkman and Amy Aschenbrenner as signatories for District bank accounts (Guaranty Bank & Trust Co checking and savings) and to replace them with Directors Scott Snyder and Judith Koslov. Motion seconded by Director Snyder and passed unanimously at 7:54pm.
- b. Board Members background checks
 - i. Chief Bollacker conducts the background checks and keeps the information and consents securely filed.
 - 1. Board member background checks will be kept on file.
 - ii. Chief Bollacker will print consent forms for the Directors to sign at the end of the meeting.
- c. Confidentiality agreement – Director Baldrige read the agreement to the board.
 - i. The information, concepts, motions, and votes presented in executive session must be kept confidential.
- d. Reviewed the term limits and reelection information for board members.

- i. Directors Baldrige, Snyder, and Koslov will be up for reelection in 2016. The vacant position will also be up for reelection in 2016.
 - ii. In order to stagger terms appropriately, one of the positions elected in 2016 will have to take a two year term. Who, TBD.
 - iii. Director Brinkman's position will come up for reelection in 2018.
- e. Review election calendar for 2016.
- f. Search for new attorney is still ongoing.
 - i. Director Snyder will contact the attorney that contacted Director Brinkman previously.

VII. OFFICERS' REPORTS

- a. Treasurer's report – Reviewed report and approved financials
 - i. The consultant hasn't been paid in full yet. They will submit monthly bills.
 - ii. Chief Bollacker informed the board of increased expenses for gear.
 - iii. Director Brinkman made a motion to approve the second quarter financials. Motion was seconded by Director Koslov and passed unanimously at 8:20pm.

VIII. FIRE CHIEF'S REPORT

- a. There were 39 total calls in June.
 - i. Accident, Aircraft – 1, Accident, Auto – 1, Accident, Bicycle -1, Medical – 13, Lift Assist – 4, Gas Leak – 1, Water Rescue – 1, Fire Alarm – 1, Electric Hazard – 1, Smoke Report -1, Rescue – 1, Mutual Aid – 2, Assist – 10, Fire Other - 1
- b. There were 67 total hours of training in June.
 - i. Fire/Rescue Training - 46 Hours, Medical Training - 21 Hours
- c. 2830 OOS - New Motor Approximately \$8000.
- d. 2802 OOS - No new Information.
- e. Recruiting process is still temporarily stopped to get new members trained. Will continue to accept applicants to create a waiting list.
- f. New Structure Gear has been ordered, approximate delivery date will be in 60 days.
- g. Truck Committee - Still working on Brush truck design options and pricing.
- h. Department Appreciation Steak Dinner is July 25th.
- i. New exterior lights installed on East side of building.

IX. AUDIENCE BUSINESS

- a. Newsletter – When discussing the Mill Levy increase, we can discuss our department needs but not campaign. We should not mention Insurance Service Office (ISO) rating.
 - i. We are past due on an ISO rating review. Last one was completed in 2002.
 - ii. Chief Bollacker has requested a book with information on the ISO review process.
- b. Master plan –Chief Bollacker discussed if the ESCI consultant should make a master plan for the district. Chief Bollacker will ask them what the additional charges would be for that.
- c. Chief Bollacker resolved the issue of not being informed of events taking place in the district. He has been added to the Sheriff's Office email list.

- d. Chief Bollacker is still looking into the property with suspected marijuana growth.
 - e. Discussion of Post Office building for next meeting.
- X. **DEEP DIVE** – Funding up-coming truck replacements.
- XI. **ADJOURNMENT** – Director Brinkman adjourned meeting at 8:55pm.

Director Tasks

Everyone

- Think of potential new board members.

Steve

- Contact the potential Board member who missed the meeting to see if he is still interested in a board member position.
- Discuss board member makeup with the consultant.

Molly

- Arrange with bank for removal of Directors Aschenbrenner Brinkman and addition of Directors Snyder and Koslov for check signing.
- Meet with and train Director Koslov on her duties as a board member.

Scott

- Go to the bank to become an additional approved signer on the accounts.
- Contact the attorney that responded to Director Brinkman.

Judy

- Go to the bank to become an additional approved signer on the accounts.
- Meet with Molly to review and learn board member duties.

Chad

- Scan and distribute the Pension Report to the board members.
- Obtain more information about motor and replacement costs for truck 2830.
- E-mail the draft e-newsletter to Board members.
- Compile information to give to the Consultant.
- Contact the County about marijuana growing operation on St. Vrain Rd.
- Ask consultant how much extra a "master plan" will cost.
- Figure out what the ISO rating review process entails.

Cody

- Participate in phone interview with the consultant.