

Hygiene Fire Protection District
BOARD OF DIRECTORS REGULAR MEETING
Fire Station, 7523 Hygiene Road
Wednesday, January 12, 2021
7:00 p.m.

*This meeting was conducted both in person and virtually, via Zoom teleconferencing software.
Brian Sanders was the meeting Host.*

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

Directors Not in Attendance: NONE

Department Personnel: Chief Cody Trevithick, Assistant Chief Russ Benzel, Pension Board Chair Bashor, Fire Marshal Homyak, Shift Lieutenant Wurzer, and E/A to the Board Jennifer Cook

Meeting Attendees: Firefighters Fillmer, Connell, and Kalyan

I. PENSION BOARD AS NEEDED

- a. State Contribution – Pension Board Chair Bashor spoke to a woman at the FPPA who confirmed that the 1998 law is the reason that the state did not match at the same 90% level as all previous years. She commented that the revised Colorado Statute is causing problems for a lot of Districts, and there is talk of trying to change it. Pension Board Chair Bashor asked her to let us know if/when any action is taken so that we might participate.
 - i. Director Sanders spoke with Lyons Gaddis, who similarly confirmed that we are restricted by the 1998 revised statute. It isn't what we were hoping to hear, but it we don't have any recourse for now.
 - ii. Our next actuarial study is not scheduled to happen until 2023, instead of this year as was originally thought. However, Pension Board Chair Bashor would still like to run the numbers if we're going to receive only 10% in state matching funds from here on. Along that line, Director Sanders would like to do a sensitivity analysis, since there are other contributing factors that affect the pension fund balance, and he would like to work with Pension Board Chair Bashor over the next couple months to try and find some answers.

1. The return on pension assets has averaged between 9% and 10% per year. Director Brinkman pointed out that, even without the state match, we still gain twice as much pension income as what we have to pay out. There are also fewer members joining as volunteers. We might still be okay, even without the 90% state match.

- Pension Board Chair Bashor agreed, which is why he wants to increase the pension payout; but we need to allow for the possibility that the number of volunteer members increases and whether we can cover the cost. When we run new actuarial studies, he would still like to look at the impact on the fund if we were to raise the monthly payout.

b. Recognition for retired and/or deceased members – Pension Board Chair Bashor reported that there are 11 members with 20+ years who have passed away. Ten who are alive with 20+ years of service, and four members with 7-12 years, and so on track to reach the 20-year mark. He has dates of service, dates of death for all but 2, and names for all of them. There might be a few others who joined in the very early days of the HFPD, and he will do a little more research to finalize all of the details. We need to decide what details we want to include on the stone, then we can look into prices for engraving. The Association will cover the costs to have the details engraved on the memorial stone.

II. CALL REGULAR MEETING TO ORDER – Regular meeting called to order at 7:20PM

III. AUDIENCE COMMENTS FOR ITEMS NOT ON THE AGENDA - NONE

IV. APPROVE MINUTES

- a. Regular Meeting, December 8, 2021 – A MOTION to approve the regular meeting minutes, with the addition of the missing Firefighter names, was made by Director Sanders. Director Brinkman seconded and the motion was approved by unanimous vote.
- b. Special Meeting, November 27th, 2021 – The minutes were not ready so the vote was postponed until the February meeting.

V. REPORTS

a. Treasurer's Report

- i. The final budget-to-actual report for 2021 was reviewed. All final numbers are in line with expectations and trends. Cash on hand at the end of the year is ~\$20k higher than budgeted. Year-end wildland expenses are almost \$100k. We are waiting on 9 reimbursement requests, one for \$60k alone, and we expect to receive payment in the first 2-3 months of 2022.
- ii. The 2022 budget has been submitted to Boulder County and DOLA, and a copy is posted on our website for the public to view. We received confirmation from DOLA that they received our budget submission.
 1. Director Brinkman is the contact person for DOLA, so Director Sanders asked Director Brinkman to confirm that all relevant filings have been submitted, and all other required information is current and complete.
- iii. SDA Membership Update – Director Sanders renewed our SDA membership, and verified that the names and contact info for all current Board Members is correct. Membership fees are based on total expenses in the previous year, so the renewal rate was higher than expected. We need to keep that in mind when we plan next year's budget.
- iv. Insurance on the PO building– Chief Trevithick worked with Ron Tribbett to fill out an insurance application for coverage on the Post Office, based on terms dictated in the lease. He is waiting to hear back on the additional cost.
 1. The lease also states that the PO must have their own liability insurance, and provide the HFPD with proof of insurance. Director Martin will follow up with them to get this documentation.
- v. Title on building – It's unclear whether or not we have the deed to the PO building in our files. It's part of the public record, but Director Martin will secure a copy of the deed before the next meeting.

vi. Audit – Once we've all the receipts and bills for financial year 2021, Director Sanders and Vicki Tiedeman will work with the CPA to get the audit started.

1. Director Sanders felt that our accountant last year started working on the audit later than he could have. He would like our current CPA to have the audit finished by June, and will check in regularly to assess the progress.

vii. Over the next couple of months, Director Sanders plans to work on updating the financial forecast for the next 10 years, using current knowledge, new mill levy information, possible grant income, capital expenses, etc. He would also like to review past actuarial reports to look for trends, and work on pension forecasting.

b. Secretary's report

i. Submit Transparency Notice to Boulder County by January 15th.

c. Friends of Hygiene – Working on getting the next meeting scheduled.

d. Hygiene/Lyons Report – A meeting is scheduled for next week at Station 1.

e. Chief's Report

i. Run Data – No report this month, but Firefighter Caviness will teach Chief Trevithick how to pull the information and put it into PowerPoint. We will have a report at the February meeting.

1. There were two very large fires at the end of December that started within a couple of hours of each other: The Middle Fork Fire and Marshall Fire. The Hygiene responders were able to keep the Middle Fork fire contained, which saved it from becoming something similar to the Marshall Fire. Two engines, a tender, and at one point or another, nearly the entire Hygiene team went to Superior for the Marshall fire.

- 2803 lost a window during the response. Insurance will reimburse us for the cost to fix it. Before spending a lot of time calling around, a Facebook post went out asking if anyone had the type of window that we needed. Eventually it was shared ~26,000 times. Someone who had the window came up from Denver, replaced it, and the vehicle could be put back in service right away.
- We lost ~1000' feet of structure hose and five nozzles but have been able to recover some of it and the rest of it will be replaced or refunded.
- Because of the magnitude of these fires, Chief Trevithick plans to update the Cemex contact list so that we can pull from their resources if something like this happens again. They have a 10,000-gallon Caterpillar with a 2-1/2" deck gun that would be incredibly useful for fires on this scale.

ii. Shift Coverage – Assistant Chief Benzel reported that there was very good coverage in December, especially with a number of people out sick. There was one day with only one person on shift, the rest had between 2-4 people on every shift.

iii. Grant Update – No results posted yet, but there is a meeting on the 24th with Motorola to go over the specifics of the radio grant. They want to meet with all the Departments who were part of the grant application so that could be construed as a positive sign. If we get the grant, this meeting would mean that we could move forward quickly to get the equipment we applied for.

1. Firefighter Chambers was also working on a grant for a Respirator Fit Tester, which measures the amount of air leaking around the face seal.

iv. Other Issues & Opportunities

1. Vehicle Sale – We are still waiting on the mechanic to rewire the truck. (He was delayed due to the snow.) Chief Trevithick plans to have the sale posted online prior to the February meeting.
2. Shower – The shower in the green house is in the process of getting fixed. Construction starts next week, and they will also be replacing flooring in the kitchen where the linoleum is starting to peel up.
3. Broken Door – A spring on the main bay door broke a few days ago. We are waiting to hear back from the repair company on if/when it can be fixed.
4. Engine – The truck committee has done a lot of work and narrowed their search down to two engines. Rosenbauer, SVI and Pierce list everything that we want. We have not received a reply from SVI, and the Rosenbauer engine (located in Niagara Falls) is now listed as on hold. The committee sent two options that fell within our budget, but they were not even close to what we need and would present issues right from the start. Pierce is the only manufacturer that has given us a quote and a spreadsheet of specs. The cost is currently \$826k, but the price will increase by 30% after January 31st. It will take 18 months to get a chassis because it is not a stock build. We would save \$52k if we commit to making the purchase, and sign the contract prior to January 31st. Truck inventory is already low, and if we wait, the price will be 30% higher, possibly over \$1M. If we pre-pay the entire amount when we sign the contract, we would save another \$25k, reducing the total to \$750k, and then it will take another ~\$200k to equip it.
 - Pierce sent a 235-page document of engine specifications. Fire Marshal Homyak reviewed the pertinent details with the group and answered questions.
 - We have \$100k in the truck budget for this year, but we weren't planning another vehicle purchase until 2023, and the amount budgeted is \$750k. It's possible that we could

move that up, but paying the full amount up front to get the pre-pay discount would leave our cash reserves pretty low.

- We want to buy, but we don't have the full amount available. Director Snyder asked if he could contact Pierce to ask about lease purchase options and why the prices will go up 30% after January 31st. In the meantime, he asked the truck committee to go through the specs and take out anything that we don't need and see how that affects the price. If it is close to what we have and/or are willing to spend, we can call a Special Meeting and decide if we can commit before the 31st.

5. Shift pay/coverage – Chief Trevithick asked the Board for clarification on Shift Staffing payroll. If a Shift Lieutenant goes home sick, and another Firefighter comes in and is paid FF wages – or the reverse – is the Board okay with that?

- The Board's primary concern is getting the shift covered, so whatever adjustments need to be made is fine, so long as the incoming person doesn't exceed the threshold for overtime pay.

VI. OLD BUSINESS

- a. Green House Lease – Chief Trevithick will bring it to Director Snyder to sign.

VII. NEW BUSINESS

- a. Insurance Review – Ron Tribbett, of Tribbett Insurance, was double-booked for this evening. He will come to the February meeting to discuss our regular coverage and explain Post Office costs/coverage.
- b. Personal Evaluation of Chief Trevithick – Done in Executive Session.

c. Wildland Coordinator Position – The Board reviewed the job description that Firefighter Wurzer put together. The salary is \$60k/year, which is more than Lefthand is paying for a similar position, but much less than what Boulder Mountain is offering. The position will be self-sufficient through grant funding, and sending apparatus on wildland deployments. Having someone in this position gives us the opportunity to generate as much revenue as possible for the Department during the wildland season.

i. The Board reaction to the description was generally positive, on the condition that the position is self-funded because there is no money for it in this year's budget. Deployment income from 2021 and grants might be enough to get the position started, but it wasn't clear whether the position could support itself between now and the start of the 2022 fire season.

ii. Using Lyons' numbers as a guide, benefits will cost an additional ~\$8k/year. Could be a contract position instead of an employee position, but Director Sanders wants to confirm this setup with our attorney. Benefits could be added next year if the position is financially successful. Director Snyder encouraged Chief Trevithick to contact our attorney to discuss pay, benefits, contractor vs employee status, etc., to make sure that the position is developed the right way.

1. FF Wurzer will talk with Chief O'Brien of Lefthand FPD, to see who they use for benefits, and how they set it up.

iii. Assistant Chief Benzel pointed out that we need someone in this position to be seen as a more legitimate contender for wildland deployments. It also allows Chief Trevithick and himself to focus more on their primary responsibilities.

iv. Chief Trevithick noted that the Department could be reimbursed a lot of money if we had someone focusing solely on deployments, and taking all of the steps to make it happen.

1. FF Wurzer expects to be certified as an Engine Boss before too much longer, although he could still take a tender out on deployment until he's certified.

- v. The position needs to be approved sooner than later, to be as prepared as possible for this year's fire season. If the logistical uncertainties can be worked out in the next month, the Board will make the decision at the February meeting.

d. Legal/Administrative Tasks

- i. Director Martin will file a boundary map with DOLA, Boulder County Assessor, and Clerk and Recorder's office.
- ii. A MOTION to post meeting locations entirely online was made by Director Brinkman. Director Sanders seconded and the motion was approved by unanimous vote.
 - 1. If an online posting cannot be made 24-hours prior to the event, we will post a paper notice outside of the Station.
- iii. Director Brinkman will help Director Martin with the transparency notice.
- iv. We need to elect a new DEO to set up Board elections in May. We can cancel if there are the same, or fewer, number of candidates as there are open Board seats.
 - 1. Director Martin will update Google Docs with the Board Member positions and when their terms expire, and send out to the other Board Members this week.
 - 2. Former Director Butley resigned after the December meeting and Director Brinkman is term limited, so we will need to fill at least one – preferably two – positions.

VIII. AGENDA NEXT MONTH

- a. Work Session – As needed to discuss the truck purchase.
- b. Regular Meeting
 - i. Director Snyder's preliminary list of goals for the year:

1. Legal review of staffing program – Director Snyder would like to discuss this with our attorney.
2. Talk to Insurance company about the wildland coordinator position.
3. Start the Board Member election process.
4. Set up meeting with Mountain View to maintain communication about future opportunities
 - Continue dialogue with Lyons
5. Talk about land acquisitions, whether green house or similar nearby property
6. Start on budget earlier so we don't have deadline crunches this year.

IX.ADJOURNMENT – There was a MOTION to go into executive session at 9:22PM.

Motion/Resolution Summary:

- MOTION to approve the regular meeting minutes, with the addition of the missing Firefighter names
- MOTION to post meeting locations entirely online
- MOTION to adjourn go into Executive Session

ACTION ITEMS:

Chief Trevithick

- Update the Cemex contact list so that we can pull from their resources if needed
- Post the vehicle sale online
- Bring lease to Director Snyder to sign

Assistant Chief Benzel – NONE

Pension Board Chair Bashor – NONE

Department Officers – NONE

All Board Members – NONE

Director Snyder

- Contact Pierce to ask about lease purchase options and why the prices will go up 30% after January 31st

Director Brinkman

- Confirm that all relevant filings to DOLA have been submitted, and all other required information is current and complete

Director Martin

- Follow up with the Post Office to get proof of insurance documentation
- Secure a copy of the deed to the Post Office
- File a boundary map with DOLA, Boulder County Assessor, and Clerk and Recorder's office
- Update Google Docs with the Board Member positions and when their terms expire, and send out to the other Board Members

Director Sanders – NONE

Executive Assistant to the Board

- Send the approved December minutes to Chief Trevithick and Brian Sanders to post on the Hygiene FD website