

Hygiene Fire Protection District
PO Box 83, Hygiene, CO 80533
Board of Directors Regular Meeting Agenda
Wednesday, September 9, 2015
7:00 pm

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

Department Personnel: Chief Chad Bollacker, Assistant Chief Cody Trevithick

Meeting Attendees: Dave Beeman, Travis Sugg, Paul Bashor, Maggie Personeus

- I. PENSION BOARD
 - a. Actuarial Study shows that we are on track.

- II. CALL MEETING TO ORDER – Director Snyder called the meeting to order at 7:03pm

- III. INTRODUCTION - Dave Beeman is a potential new Board member

- IV. APPROVE THE REGULAR MEETING MINUTES – Director Brinkman made a motion to approve the minutes, Director Baldrige seconded and it passed unanimously at 7:04pm.

- V. OFFICER’S REPORT
 - a. Treasurer’s report – We receive all funding from property taxes and donations.
 - i. Financial statements show that we are doing fine.
 - ii. We have received 97% percent of our funding already this year.
 - iii. Grant for equipment - after we purchase equipment and pay for it, Chief Bollacker will send receipts and proof of delivery to the State to be reimbursed.
 1. The equipment will cost roughly \$56,000.
 - iv. Chief Bollacker attended a grant writing course.
 - v. We will be paying roughly \$3,000 from the gear budget that will not be covered by the grant we received.
 - vi. A portion of the grant will also cover some volunteers to attend the fire academy.
 - vii. Director Baldrige asked about an insurance statement that she received.
 1. Chief Bollacker clarified that the “payroll” line item doesn’t apply since our employees are volunteers.
 - b. Secretary’s report – Director Koslov agreed to fulfill the role as Secretary.
 - i. Thank You Judy!
 - ii. Chief Bollacker asked if she needs to sign anything with a notary to confirm.
 1. This could be a question for an attorney once one is hired.

VI. OLD BUSINESS

- a. Replacement Board Members – Mr. Beeman has joined the meeting tonight as a potential new board member. He has experience as a college professor and has participated in academic committees but not on any other boards. He has lived in Hygiene for 30+ years.
- b. Board member duties discussion/assignments
 - i. Secretary Position – Director Koslov will fulfill this role.
- c. New Attorney - Director Snyder received a proposal with price schedule from the law firm Lyons Gaddis.
 - i. It is the firm that Mountain View Fire District used to work with.
 - ii. They work with many non-profit organizations and other fire districts.
 - iii. Director Brinkman is concerned with the proper use of a firm so we do not incur excessive charges.
 - iv. Director Baldrige suggested that we have one person communicate with them and monitor their billing.
 1. We want them to understand that we want them to wait to do things until they are asked.
 2. They gave Director Snyder a letter of engagement and do not require a retainer.
 3. Director Baldrige moved to engage Lyons Gaddis as our new attorney. Director Brinkman seconded, and it passed unanimously at 7:22pm.
 4. Director Snyder will contact them, explain our concerns regarding cost control and sign the letter of engagement.
 5. Director Koslov will be the point of contact with the firm. All requests for assistance will go through her.

VII. FIRE CHIEF'S REPORT

- a. There were 24 total calls in August
 - i. Accident, Auto – 4, Medical – 10, Lift Assist – 1, Grass Fire – 5, Structure Fire – 2, Tree Fire – 2
- b. There were 14.5 total training hours in August
 - i. Firefighter Training - 5 Hours, Medical Training - 6 Hours, Haz Mat Training - 4 Hours, Driver/Operator Training - 8.5, Officer Training – 2
- c. 2830 OOS has been towed to Lucky's Diesel, Mechanic confirmed that it is not a used junk engine motor that it is a Ford Factory Re-furbished motor and that it appearance wise looks good, but will start diagnostics on it towards beginning of September. Submitted Tow bill into insurance for reimbursement of tow bill. Payment has already been received.
- d. 2802 OOS. No new Information
- e. 7 members started fire academy on Tuesday 9/8
- f. Truck Committee- sent specs off to Max Fire, and have heard nothing back from Skeeter yet. Chief Bollacker will follow up with vendors this week to find out status.
- g. New structure gear should be arriving in about a week-week and a half
- h. Thank You note in Times Call from owners of 75th St. Structure Fire

- i. MDA boot Drive went well, Total amount is still being totaled, but early calculations puts us at about \$5000 raised for MDA.
- j. Working with Director Baldrige to look at invoices from Kinsco, for possible discrepancies.
- k. Hygiene Hay Days this past weekend, decent turn out from community, some good PR.
- l. ISO Review under way, working on training hours section currently. No further update.
- m. PM work completed on 2841, 2840, 9/9/15
- n. Newsletter is on the website, however the email list system did not work. Ryan Cunningham has found a different solution and is working on completing it. We currently have approximately 45 people signed up for subscriptions at this point, and we have advertised it on the department Facebook page.
- o. Banners have been ordered for advertising the newsletter and website, will hang up as soon as we receive them and the subscriber list is working correctly.

VIII. NEW BUSINESS – None

IX. AUDIENCE BUSINESS – None

X. DEEP DIVE – Review ESCI proposal for Master Plan.

- a. New proposal picks up where our original Phase One work ends and includes an updated cost for the additional work.
- b. The Master Plan will not be completed in time to help with the Mill Levy decision.
 - i. Director Baldrige suggested that we could wait until next year's budget to do this additional Master Plan, and that it might be wise to see how well the first report was done before commissioning another.
- c. Director Brinkman wants to make sure that we know whether or not this Master Plan will cost more if we wait to do it. Director Snyder will contact ESCI to find out what the timing means for a Master Plan.
- d. Director Baldrige will send Chief Bollacker the information for 2012 and 2013 calls.
 - i. The data pulled from Boulder County dispatch is inaccurate.
- e. Our data collection is very important.
 - i. We measure our effectiveness as a department by how quickly we respond to calls (as well as how many respondents we have and how well trained they are.) Boulder County has the call and apparatus in route times.
 - ii. Chief Bollacker will work with the fire fighters to standardize the way reports are completed. All personnel need to be accounted for.
 - iii. Chief Bollacker will look at new software for reporting and data collection.

- f. Chief Bollacker and Assistant Chief Trevithick will create a committee to discuss reporting and data collection practices. There needs to be more accountability.

XI. ADJOURNMENT – Meeting was adjourned at 8:33pm.

Director Tasks

Everyone

- None

Steve

- None

Molly

- Look at invoices from Kinsco with Chad, for possible discrepancies.
- Send Chad the information for 2012 and 2013 calls.

Scott

- Contact ESCI to see if a Master Plan will cost more if we wait to have it done.
- Engage the new law firm.

Judy

- None

Chad

- Form committee to standardize reporting and data collection.
- Follow up with vendors this week to find out status of brush truck.
- Standardize the way reports are completed.
- Look at new software for reporting and data collection.

Cody

- Help form committee to standardize reporting and data collection.