

Hygiene Fire Protection District
PO Box 83, Hygiene, CO 80533
Board of Directors Regular Meeting Agenda
Wednesday, February 8, 2017
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, Jon Burlison

Meeting Attendees: Travis Homyak

- I. PENSION BOARD AS NEEDED – Allocation report will be sent to Director Baldrige sometime in March. She will forward to the board via email.
- II. CALL REGULAR MEETING TO ORDER at 7:04pm
- III. AUDIENCE COMMENTS FOR ITEMS NOT ON AGENDA - Please limit comments to five minutes - None
- IV. APPROVE THE JANUARY MEETING MINUTES – MOTION: Director Brinkman moved to approve the January minutes. Seconded by Director Baldrige, and passed unanimously at 7:04pm.
- V. REPORTS
 - a. Treasurer’s report
 - i. January Financials – Provided by Director Baldrige.
 - i. Nothing of concern. Director Baldrige entered all financial information for January.
 1. Minimal income from property taxes this time of year.
 - b. Secretary’s report
 - i. Upcoming deadlines – Director Koslov discussed upcoming and recent deadlines.
 - i. Two upcoming deadlines set by the board are 2017 goals and discussion of the annual pancake fundraiser.
 - ii. Call Data – Director Koslov discussed updated call data
 - i. There were two calls in January that would have been considered emergent but were changed to non-emergent because of dangerous road/weather conditions. This was noted on all tables.
 - ii. Response Time Table shows – All calls met the 80% goal in January
 - iii. Number of responders – The number of responders increased in January.
 - iv. Day Versus Night – Most of the calls in January happened on Fridays, Saturdays, and Sundays.
 - v. Shift Count; 1st Month – Director Koslov made a table showing what shifts are being covered in the shift program.
 - vi. Time from Home to Station – Most responders live 10 minutes from the station. No average time was provided.
 - vii. Time from Station to Scene – The range being from 1 to 9 minutes.
 - viii. Directors discussed the value of this information and the desire to see these tables each month.

c. Chiefs Report

- i. Ambulance Service Update – No updates at this time with current AMR response plan. Chief Bollacker spoke to Deputy Chief Jeff Webb from Boulder Rural. Chief Webb stated that with the current contract they have with AMR that the ambulance stationed at Boulder Rural could be made a primary for Hygiene as well, we would need to discuss a cost though, that we would enter into a contract with Boulder Rural and pay a set amount to them, which would offset the cost they are paying to AMR. Boulder Rural is currently paying AMR approximately \$16,000 a month to have that ambulance dedicated to Boulder Rural District. On top of that they are also paying the salary of the Firefighter/EMT that is on the ambulance as well, and they are not getting any of the transport income. AMR keeps all income from transports.
- ii. Auto/Mutual Aid Update – Chief Bollacker is still working on these agreements.
- iii. Apparatus Updates - New Brush truck, Update: Truck has arrived from Ford to Boise Mobile. BME will be beginning the box construction and will send weekly photos and updates once they have started
- iv. Station Updates - New storage rack was built by FF. Chris Prescott for extra gear storage.
- v. Recruitment/Hiring Process –
 1. Bringing Travis Homyak on as a Volunteer Fire Marshal that will work approximately 2-3 days during the week days and will also be responding on calls, when on shift at the station. Travis Homyak swore in for the board to see.
 2. We swore one additional member on in January, was a former volunteer that has come back.
 3. We currently have 4 applications, and waiting on 3 additional that are being dropped off. Plan on starting the next process March 1st.
- vi. Marijuana Grow Facility Update -No new updates. Last information received or found is that the property owner is trying to sue the City of Longmont
- vii. Public Relations –
 1. Our 50th Annual Pancake Supper is February 25th from 5p-8p
 2. Will have a small crew at Hygiene Elementary on the 15th of February for a presence during their monthly Fire drill.
 - a. We have challenged Hygiene Elementary that if they have three consecutive months of near flawless fire drills, that a group of firefighters will come to the school and serve the students lunch on a day following one of their drills.
- viii. Training - Our current EMR class is scheduled to end mid-February.
 1. We currently have 1 firefighter in the Firefighter Academy
- ix. Ice Rescue training has been taking place the past couple weeks, and will continue till we have no ice.
- x. Misc.

1. One of the new volunteers is willing to help do administrative work during the day, after they have completed their probationary task book.
2. Resident program idea emailed to BOD on 2/6/17
3. Paid Shift Program has started. See email sent to BOD on 2/7/17. Take note some of those on shift are currently working on meeting the minimum requirements to meet grade 4. So for the month of January only a few of the individuals have met minimum requirements. A few of them will meet the requirements after completing the EMR class they are currently in.

i. There were 19 total calls in January.

VI. OLD BUSINESS

- a. Notary cost, interest – Maggie looked up the cost and requirements to become a Notary Public and she is interested in pursuing this. MOTION: Director Baldrige moved to send Maggie to Notary school. Seconded by Director Koslov, and passed unanimously at 9:56pm.
- b. Box Folders – Director Koslov asked that she have time before the next meeting to study the archivist requirements before any further conversation on box.com folders.

VII. NEW BUSINESS

- a. 2017 Goals/Deep Dive Topics – The board will all send their 2017 goals to Director Snyder for him to compile for further discussion in the March meeting.
- b. Chief Bollacker will compile price information for a laptop for Maggie to use per attorney's suggestion.
- c. Director Baldrige asked if the board can send Director Snyder agenda items in advance to include in the agenda that will be posted 24 hours in advance.

VIII. DEEP DIVE (Started at 7:28pm)

- i. Visit with HFPD Attorney, Lyons Gaddis
 1. Introduction of all attendees including the attorneys Richard Lyons and John Chmil.
 2. Review of Board Orientation and Review Document provided by Lyons Gaddis.
 - a. There are three sets of boundaries to follow; Special District created Statement of Purpose, Colorado Statutes, and the Colorado State Constitution.
 - i. Discussion of the Statement of Purpose. The District should have a copy of this document.
 - ii. The Statement of Purpose should be filed with Boulder County.
 - b. Subject to Open Meetings Law and Public Records Law.
 - c. Discussion of District Board Operations;
 - i. If a director isn't present, it should be noted in the minutes whether the absence is excused or not. Roll should be called and when an absent person's name is called, the board decides by consensus whether the absence is excused.
 - ii. There has to be a quorum for a board meeting which means at least three directors must be physically present. Not by phone call or skype. Directors may join the meeting electronically if they have received all the same information ahead of the meeting as the others, but their vote

doesn't count towards a quorum unless they are physically present.

- iii. Executive Sessions – All official business of the Board must be conducted at a public meeting. Lyons Gaddis provided a list of acceptable topics that could be discussed in an Executive Session.
 - 1. A recording of the Executive Session should be taken and kept for 90 days only. No written minutes should be taken and the recording should be erased after 90 days.
 - 2. Executive Sessions are exceptions to the law, so they MUST be done correctly or they may be void, AND become of public record – potentially embarrassing.
 - 3. Executive Sessions need 24 hour notice, because they are part of the Agenda.
- iv. Any emergency that comes up that needs to be added to the agenda after the 24 hour time frame, can be added with an amendment to the agenda or in an Executive Session if it falls into one of the allowed reasons.
- v. If a meeting date and time needs to be changed, it should be decided at the previous board meeting and should be posted at least 72 hours prior.
- vi. No business should be discussed via email. Information may be sent. DO NOT EVER “REPLY ALL”, unless you’re adding more information. When sending info to all Board members, always put at the top of the e-mail a reminder not to “Reply All”. All district business needs to be discussed during a regular or special board meeting, open to the public.
- vii. The State Archivist has a set of guidelines for Districts to follow for records management.
- viii. Voting and other procedural matters – Most decisions will be presented and voted on as motions.
 - 1. The only secret ballots can be when directors are nominated or voted into officer positions; (secretary, treasurer, president)
 - 2. The difference between a motion and written resolution is that a resolution is more formal and reserved for items that require specific findings precedent to that action. (“Whereas...”)
 - 3. Informal consensus of the board should also be stated in the minutes as a record of board approval of actions taken or to be taken by administration.
 - 4. The primary responsibility of a board is to determine the level of service to provide their taxpayers and at what cost.

3. Compensating Volunteers – Compensation of volunteers must meet the requirements of the IRS, FPPA, and The Fair Labor Standards Act (FLSA).
 - a. The FLSA does not allow a person to volunteer for the same agency where they are a paid employee.
 - b. All paid employees need to receive W2s and have taxes withheld.
4. Electronic Communications and Open Records – Box.com is an appropriate site to use to maintain records. A backup method might also be a good idea. The only other suggestion made was to list time required to keep each type of record.
5. The attorney recommends that Maggie Personeus is classified as a part-time employee of the district as of now so that she is covered by workers compensation.
 - a. Taxes should also be withheld from her paycheck and a W2 should be given.
6. Notices required to be in three locations must be three different locations plus the County Recorder's Office. . They will be at the fire station, at the Hygiene Post Office, and at The Purple Door store. The 24 hour Agenda Notice only needs to be posted at the Fire Station.
7. Exclusions – There are three ways to handle exclusions of property. The owner can petition the district directly. The district can then charge a small fee to complete this process without court services. The second way is for the owner to petition the city and ask for a hearing. The third way is for two neighboring districts to swap property straight across as long as the property taxes do not increase for the property owners.
 - a. Lyons Gaddis is working with The City of Longmont attorney to handle exclusions using the first method only. This is most efficient for HFPD.
8. Lyons Gaddis will provide the board with stock by-laws to edit and use.
9. Discussion of pension contributions. HFPD has currently overfunded the pension account. Discussion of the legal obligation that the district has to fund this account in the future. The state contributes a percentage of what we contribute.
10. The Gallagher Amendment was passed in 1992. No more than 45% of tax revenues can come from residential properties. For a while it has been 7.6% of actual value that determines property tax calculations. It will be adjusted down to approximately 6.6% which will mean that taxes on residential properties will go down. In 2017 and moving forward, the district will have an increased mill levy but lower assessed values on residential properties within the district.
11. 501(c)(3) – The district is considering forming a 501(c)(3) to accept donations and to qualify for some external grants. As the district currently stands, if someone donates to the district, the donor can already claim that donation on their individual tax returns but some large corporations limit their donations to 501(c)(3)s only. One problem with a 501(c)(3) is that it would be independent of the District, so there's no guarantee that money donated accrued to it would go to the District or the Department. Another option could be to form a Supporting Foundation which could serve a similar purpose. It's possible that the current Firefighter's Association should be formalized into a Supporting

Foundation. If they are formalized, they may be afforded some protections.

ADJOURNMENT – Director Brinkman moved to adjourn, seconded by Director Baldrige, and passed unanimously at 10:03pm.

Motion/Resolution Summary:

- MOTION: Director Brinkman moved to approve the January minutes. Seconded by Director Baldrige, and passed unanimously at 7:04pm.

- MOTION: Director Baldrige moved to send Maggie to Notary school. Seconded by Director Koslov, and passed unanimously at 9:56pm.

Director Tasks

Everyone

- Consider Board goals for 2017 and email them to Scott for meeting discussion.

Steve

- None

Molly

- Forward the Pension Allocation Report to the board once received.

Scott

- Compile Board Member Goals and add discussion to Deep Dive for the March BOD meeting agenda.

Judy

- Update calendar as needed and include board members responsible for each item.
- Update the Call Log graphs for the next meeting.
- Study the archivist requirements for document storage and retention.

Dave

- None

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.
- Compile pricing information to purchase a laptop for Maggie to use when taking minutes.

Cody

- None

Maggie

- Apply to become a Notary Public