

**Hygiene Fire Protection District**  
**P.O. Box 83, Hygiene, CO 80533**  
**Board of Directors Regular Meeting Agenda**  
**Wednesday, September 11, 2019**  
**7:00 p.m.**

**Directors in Attendance:** Scott Snyder, Molly Baldrige and Judy Koslov

**Directors Not in Attendance:** Don Cole and Steve Brinkman

**Department Personnel:** Chief Cody Trevithick, Assistant Chief Russ Benzel, Pension Board Chair Paul Bashor, and E/A to the Board Jennifer Cook

**Meeting Attendees:** Firefighters Fillmer, Homyak, Olalla, and Olson; District resident Brian Sanders and his son

I. PENSION BOARD AS NEEDED – Called to order at 7:03 PM

- a. Actuarial Study – Pension Board Chair Bashor summarized the results from the actuarial study on pension benefits. Three different payout levels were evaluated, as well as their impact of the funding ratio. HFPD payouts are generally lower than those of the surrounding districts and the Pension Board would like to raise the rate if it is financially feasible. Pension Board Chair Bashor discussed the pros and cons of the three benefit plans and made a recommendation to the Board. The state currently matches 90% of the annual contribution amount and is likely to continue to do so if we raise the payout, but there is no guarantee. In the event that the state will no longer match contributions, we need to be able to fund the chosen payout for 20 years – which we can.
  - i. There are now fewer people joining as volunteers so we may reach the point where we are contributing more than the amount that will need to be distributed. We cannot make any withdrawals from the pension fund and a previous mill levy increase committed the District to holding 500k and cannot go below that amount.
  - ii. The FPPA needs a decision by November in order to start the new payouts in January. The Board is leaning towards raising the payouts by \$100 but the decision was postponed until the October meeting in order to get some lingering questions answered.
- b. Pension Authorization Form – Pension Authorization Forms signers are currently Directors Koslov, Snyder and Baldrige and Pension Board Chair Bashor. Director Baldrige will be termed out in May 2020 so Pension Board Chair Bashor proposed

adding the Pension Board Secretary (Chief Trevithick) as her replacement. The other signers agreed.

II. CALL REGULAR MEETING TO ORDER – Regular meeting called to order at 7:36 PM

III. AUDIENCE COMMENTS FOR ITEMS NOT ON THE AGENDA – None

IV. APPROVE MINUTES

- a. Regular Meeting August 7, 2019 – A MOTION to approve the regular Board meeting minutes was made by Director Baldrige. Director Koslov seconded and the motion was approved by unanimous vote.

V. REPORTS

a. Treasurer's report

- i. August – The P/L, balance sheet, and budget-to-actual financials were reviewed. Nothing unusual or of concern.

- 1. Director Baldrige would like to have property tax revenue deposited into the newly opened bank account instead of the checking that is being used now. Most of the District's funds are in two out of the three banks being used and changing the deposit account for property tax revenues would distribute the weight more evenly. Chief Trevithick and the attending Board members agreed.

- ii. Box to Google – Director Baldrige is working on switching all the archives from Box.com to Google Drive and she is moving files one at a time to ensure that everything transfers accurately. Brian Sanders offered his expertise to assist in the transition as needed.

- iii. 2020 Budget – Director Baldrige presented the first rough draft of the 2020 budget. The preliminary assessed value went up by 5 million, which translates to a budget increase of ~\$56k. The Board members and Chief Trevithick will have a study session on October 5<sup>th</sup> to work on filling in the rest of the budget and answering questions. The next budget iteration will be presented at the October meeting.

b. Secretary's report

- i. Upcoming deadlines

- 1. Director Baldrige needs to present the first draft of the 2020 budget at the October board meeting.

2. The Christmas Party will take place on December 6th
3. Elections – Three Board members’ terms are up next year and we need to keep looking for alternatives to fill those positions. Directors Snyder and Koslov have the option to run for another term but Director Baldrige is term limited and will need to be replaced. There are at least three residents who have expressed interest in running and we will need to have an election if there are more candidates than seats.
  - DEO training starts in January and we need to recruit someone to fill this role until it is determined whether an election is necessary. We can cancel an election if there are enough seats for all candidates but we need to be prepared if there is competition to join the Board.

c. Chief’s Report

- i. 2841 & Jet Ski Trailer Vehicle Title – Chief Trevithick had to do a VIN verification but both titles have been secured and should be delivered soon.
- ii. IT Aux Vol Barnaby has put in place – We have a variety of providers and their associated monthly/annual costs but very few of the respective login names and passwords. Chief Trevithick asked Auxiliary Volunteer Barnaby for a summary of IT processes that he put in place, including the names of providers, what they are providing and all login information. Auxiliary Volunteer Barnaby responded with a list of providers and their corresponding costs but no login information. Brian Sanders was involved with the IT upgrade and he offered to connect with Auxiliary Volunteer Barnaby to get a hard copy of all requested information.
- iii. Public Information Officer (PIO) – Assistant Chief Benzel is working on drafting internal and external communication policies and will get more involved in social media for the Department until he can start PIO classes when they resume early next year.
- iv. Fuel Tanks – Because our property is commercially zoned, the Boulder County is demanding that the fuel tanks have a 2-½ hour fire rating, which means that, if the tank is engulfed in fire, the contents will be protected for at least 2-½ hours. Chief Trevithick argued that this seems extreme since the tanks will be at the station on concrete slabs and, if it takes the Department members more than 2 hours to respond to a fire at their own station, fuel tanks are the least of our problems but the mandate is built into the fire code. There is a loophole to the 2-½ directive that would exempt the Department if the fuel tanks are not filled beyond a certain level. FF Turner emailed the county about this rule and is still waiting to hear back.

1. If the county denies us using this loophole then we may have to sell the brand new tanks and purchase fuel tanks with the required 2-½ rating which are far more expensive. Chief Trevithick will consider the options and take the approach that is best for the taxpayers.
- v. SCBA Recall, Lyons Plans – A recent hire has connection within Honeywell, the SCBA manufacturer, and he is going to try to get more information on the recall and what our options are.
1. The wife of one of the volunteers works for a company that has committed a certain percentage of their profits for grant funding and the hope is that they will approve enough for the Department to buy new SCBAs or to replace the old ones.
- vi. Grant Writer – FF Matthews is working on getting a donation to fund hiring a grant writer. The Front Range District put Chief Trevithick in touch with a grant writer that they use, who has a 95% success rate and comes highly recommended. If FF Matthews' is unable to secure the donation, grant writing funds may need to be incorporated into the 2020 budget.
1. We will put an alert in the newsletter that the Department is looking for someone who would be willing to donate grant-writing services.
- vii. Other Issues & Opportunities
1. One of the FFs was able to get the Boulder County Hazmat team to donate a Cascade fill system and 4 tanks to the Department. IBM originally donated the system to Boulder County and they didn't have a need for it so it has never been used. The only remaining piece is a compressor, which Chief Trevithick has in his 2020 budget. He also asked a distributor out of Utah to keep an eye out for high-quality used trade-in compressors that would work with our system. If there is good value he might consider buying a used compressor if the price was right.
  2. There have been some problems with the garage doors lately. Chief Trevithick has someone coming to look at them today and a repairman is scheduled for tomorrow.
  3. The tender had a problematic front tire which needed to be replaced so the tender now has two new front tires.
  4. The door is back on the brush truck and everything else has been restored to full working order. Insurance should cover all the repairs, less the deductible.

5. We will need to pay \$120k on the new engine's cab chassis when it's delivered to Rosenbauer and they won't order it until it's ready to be built, which will probably be in February 2020. The final payment will be due when the truck is ready. They are ahead of production so the estimate is that our order will be complete sometime in May.
6. Staffing has been a little short in the last month but Chief Trevithick has addressed the issue and anticipates that coverage will improve.

## VI. OLD BUSINESS

- a. Newsletter – Director Baldrige is hoping to get a draft together by the end of the month, with the goal of sending it to the public in October.
- b. Member Commitment Contract for Department Paid Training – The attorney replied to Assistant Chief Benzel about the contracts but their response was inconclusive because it could only be applied to some of the Department members. Rather than continuing to spend more on attorneys than the amount we are trying to recover, Chief Trevithick and Assistant Chief Benzel decided to continue with the member contracts as they are. Dropouts that owe money are an infrequent occurrence and they will deal with them as the situations arise.
  - i. Assistant Chief Benzel heard back from both of the program dropouts and one of them sent a payment but the check wasn't signed so he had to send it back.

## VII. NEW BUSINESS

- a. Brian Sanders noted that CDOT sent notices to some of the residents of the Hygiene Fire Districts because they are looking for public input on a possible expansion of Highway 66. Brian suggested that the Fire Department might want to give feedback on their proposal since it runs through the HFPD and there a lot of accidents on that road.

## VIII. AGENDA NEXT MONTH

- a. Work Session – Scheduled for October 5<sup>th</sup> at 9am at the Station
- b. Regular Meeting – No discussion

- IX. ADJOURNMENT – A MOTION to adjourn the meeting was made by Director Koslov at 8:46 PM. Director Baldrige seconded and motion was approved by unanimous vote.

Motion/Resolution Summary:

- MOTION to approve the regular Board meeting minutes
- MOTION to adjourn the meeting

**ACTION ITEMS:**

**Chief Trevithick**

- Coordinate with Brian Sanders for a complete list of login names and passwords of IT processes that Bob Barnaby put in place

**Assistant Chief Benzel - NONE**

**All Board Members**

- Continue trying to find replacement Board members

**Director Snyder - NONE**

**Director Baldrige**

- Put an alert in the newsletter that the Department is looking for someone who would be willing to donate grant-writing services
- Present the first draft of the 2020 budget at the October board meeting

**Director Koslov - NONE**

**Director Brinkman - NONE**

**Director Cole - NONE**

**Executive Assistant to the Board**

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