

Hygiene Fire Protection District
P.O. Box 83, Hygiene, CO 80533
Board of Directors Regular Meeting
Wednesday, June 10, 2020
7:00 p.m.

In Compliance with the State Stay-at-Home Order, this meeting was conducted virtually through Zoom teleconferencing software. Brian Sanders was the meeting Host.

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

Directors Not in Attendance: None

Department Personnel: Chief Cody Trevithick, Assistant Chief Russ Benzel, Training Captain Kamron Barnaby, Fire Marshal Travis Homyak, Pension Board Chair Paul Bashor, Wildland Lieutenant Keith Parrinello, and E/A to the Board Jennifer Cook

Meeting Attendees: Firefighters Martin, P., Martin, T., Caviness, and Olson

- I. PENSION BOARD AS NEEDED – NONE

- II. CALL REGULAR MEETING TO ORDER – Regular meeting called to order at 7:04 PM

- III. AUDIENCE COMMENTS FOR ITEMS NOT ON THE AGENDA - NONE
Questions/comments solicited via the Zoom teleconferencing tool.

- IV. APPROVE MINUTES
 - a. Regular Meeting, May 13, 2020 – A MOTION to approve the regular meeting minutes was made by Director Brinkman. Director Martin seconded and the motion was approved by unanimous vote.
 - b. Special Meeting, May 28, 2020 – A MOTION to approve the special meeting notes was made by Director Brinkman. Director Martin seconded and the motion was approved.

- V. TRUNCK EXCLUSION
 - a. We approved a District exclusion for H&S Development a couple months ago, and now the developers are requesting an exclusion for an additional ~2.5-acre parcel of land. We see between 2 and 3 exclusion requests annually and this one is particularly small. Boulder County is also not likely to let the city of Longmont expand much further West. A MOTION to proceed with the exclusion was made by

Director Sanders. Director Martin seconded and the motion was approved by unanimous vote.

- i. Director Snyder will leave the petition in Director Brinkman's box to counter-sign and file.

VI. REPORTS

a. Treasurer's Report

- i. Treasure Transfer Status – Director Sanders has ADP access and has reviewed it with Vicki Tiedeman (bookkeeper). He's received training in Quickbooks Online and has now been through two cycles of invoicing since he took over as Treasurer, and noted that it's similar to his experience with payroll and expense processing when he worked at CU. He created a new email account, treasurer@hygienefire.org, that will be used for all finance-related correspondences.

- ii. May Financials – The balance sheet and budget-to-actual reports were reviewed.

- Approximately \$1,600 in miscellaneous income came to light when the two accounts at Independent Bank were closed and moved to Bank of the West. Only \$100 was budgeted for miscellaneous income, which is why this account will be far over budget for the remainder of the year.
- 50k has been invested into CSafe for the purpose of vehicle replacement. We received our first interest payment of \$16 for only a few days in May, so we're off to a good start.

2. Director Sanders presented some of his initial goals as Treasurer:

- Continue giving the financial reports, but at a higher level, while giving more attention to the items that are unusual or of concern. Quarterly financials will be reviewed in more detail. He intends to send full financial reports to the Board at least 1 week before the meeting so that everyone has adequate time to review and prepare questions.

- There were a couple of resources that he found particularly helpful as he has taken on the role as Board Member and Treasurer. One was a binder of historical events and transactions that he received from Director Cole. The other was a breakdown of roles and responsibilities from Director Snyder, prepared by Lyons Gaddis. Because he found these to be such useful resources as a new Board Member, Director Sanders plans to try to assemble all this information to be available as a reference for current and future Board Members.
- Prior to each board meeting, he would like to provide a digital “staging area” for documents that will be used or presented. Everyone will be able to access these materials and see them when they are uploaded by the various users. Currently, only Director Sanders and Vicki Tiedeman have “write” capabilities. All other members are read-only, but Director Sanders is happy to coordinate changes.
- Board Meeting that are conducted by teleconferencing software will no longer be saved to Google Drive as a video file. They take up significant space and there is no need to keep the video, when the audio format provides the same information, but in a much smaller file.
- Director Sanders intends to familiarize himself with the Gallagher Amendment to understand the impacts on the FD and understand the discussion currently taking place at the state level.

iii. Audit Status – No update on the status

1. We need to file audit exclusion paperwork for 2019. Director Sanders will look into what documents needs to be filed with Boulder County.

- iv. CPA Search – Director Snyder provided the name of a CPA that he recommends. The CPA that we used to prepare the audit may also be willing to review financials on a monthly basis.

b. Secretary’s report

- i. Secretary Transfer Status – In process

- ii. BOD Oaths – The Oaths of Office and Bonds for the new Board Members have been filed with DOLA, District Court and the SDA as appropriate. The new members have 3-year terms.
- iii. Transparency Notice – No discussion
- iv. Upcoming deadlines – Need to start planning the Steak Dinner and Christmas Party.
 - 1. The steak dinner usually takes place in June but is being postponed because of COVID-19. The proposed date is August 8th. Pension Board Chair Bashor will notify HFPD retirees. Director Martin and FF Patrick Martin will see if the party can take place on their mother-in-law/mother's property.
 - 2. Darla Shupe confirmed that we will be able to make a reservation for the first week in December for the Christmas Party.
- c. Run Data – Director Cole was not able to complete the run data in time so he will make the presentation at the July board meeting.
- d. Chief's Report
 - i. Fuel Tanks – The fuel tanks currently have fuel in them and are being used by the Department. Chief Trevithick got a new bid to wire in the new tanks for ~\$4,500. The bids are trending down, but we learned that it could be even cheaper if we use temporary wiring. The fuel tanks will eventually be moved to the permanent training ground, when that is secured, so there is little reason to pay the extra expense for a permanent installation when the tanks will ultimately be relocated.
 - ii. Twin Peaks Lock & Key still has the door handles that we ordered but Chief Trevithick has been unable to get a hold of him. We paid up front, in order to get them at cost, so we've already spent the money (~\$900 each) but now we can't get the handles. Training Captain Barnaby spoke to a lock guy who confirmed that the handles are no longer made, so we would not be able to purchase a replacement set elsewhere. We could get a substitute, but it would require some alterations and extra costs. We will consider getting law enforcement or our attorney involved if we cannot get a hold of someone soon. We may be able to dispute the charge with the credit card company. Director Sanders will work with Chief Trevithick on this. Director Martin volunteered to continue calling Twin Peaks until she can get someone to

answer the phone. If there is no contact or resolution in a week, we will move forward with law enforcement.

iii. Shift Coverage – Great numbers in May and on track for the same in June. The problem right now is that there aren't enough shifts available for everyone to get the hours that they need an/or want. Assistant Chief Benzel and Chief Trevithick are working on a new system to adjust for this problem.

1. Many of the Department Members have a different understanding of when payroll periods start/end, as well as how many hours each member is allowed to work within that time period. Chief Trevithick would like to get a clear policy established so that there are no misunderstandings. Assistant Chief Benzel suggested a work session to work out the details.

iv. EMS Management – Still working out the issues. Will give an update at the July Board Meeting.

v. Other Issues & Opportunities

1. There was a structure fire recently in the District, and the three people who were on shift got to the scene in 3 minutes. Ultimately 22 additional HFPD members responded, as well as members from multiple other Departments. The fire was out within 16 minutes from the time of the tone. Primary and secondary searches were done within a few minutes of arriving on scene. Excellent work by the Hygiene Fire Protection District.

2. If there is an emergency in the District, call 911 – not Chief Trevithick or other Department Members. If it is not an emergency, it's possible that that could be handled differently, but it is still best to go through the proper channels. This applies to all Department Members, Employees, Volunteers, and Board Members.

3. The Lyons Fire Chief resigned this week because of backlash due to one of his Facebook posts. Lyons doesn't have a Deputy Chief, so the Department is being run by four of their Lieutenants, although the Chief is technically still in charge for 60 days. Chief Trevithick offered to help the Lyons Department with anything that we can do to support them and their District. It's a difficult situation and Director Martin suggested having a seminar at the next Association meeting to give instruction on social media "etiquette." Everyone is watching social media, and posts can blow up quickly with unfortunate consequences. We need to develop and institute a social media policy and have it in

place before the meeting. Until then, Chief Trevithick will warn the FFs to take care with what they post.

vi. Non-Emergency Services Provided, lift assist, smoke alarm assistance

1. We install lock boxes for those in the District who are signed up for Meals on Wheels. This is doubly beneficial to the resident because it means that the Fire Department will also be able to gain access in the event of an emergency.
2. The HFPD does lift assists as a courtesy to District residents for anyone who may need a little extra help getting up due to age, health, or medical difficulties.
3. We also help with smoke detectors, including replacing batteries, functionality checks, and retrieving them from high or difficult to access locations. As a preventative measure, the HFPD Facebook page posts a reminder every daylight savings to change smoke alarm batteries.
 - We received a grant for high-quality smoke detectors so we are able to provide them to anyone in the District who cannot afford them.
4. The Department offers educational classes to all District residents. We budget for 4/year, but have not been able to hold any this year due to COVID-19 restrictions.

VII. OLD BUSINESS

- i. Temporary Training Ground Lease – A broker at Director Martin’s firm reviewed the lease and said that the one we have is fine, but suggested that we consider having a real estate attorney write up a more formal lease. Director Martin can connect the Board with the real estate attorney that her company works with. He charges \$150/hour and she estimates that it probably wouldn’t take him much more time than that. The Board is generally comfortable with the lease we have now, but everyone agreed that it would be advantageous to have a professional review it. Director Martin will facilitate the connection. The property is located at 7011 Hygiene Road. The land is within the District, which allows for quick responses to calls, and we can put the training equipment on the land.

- ii. Use of Department Vehicles, see draft – Director Cole sent the policy last month for review/approval. It allows non-members to ride in command vehicles and take-home vehicles under certain circumstances. A MOTION was made by Director Brinkman to change the policy to allow family members and members of the community on non-emergent transport. Director Martin seconded. Directors Sanders, Cole and Snyder opposed the motion. Director Sanders would like to get feedback from the insurance company on how this policy could impact our premiums and the Department. He would also like to get the SOP in place, and update/review the ride-along waiver. Director Cole will ask that the insurance company give us their input on the policy in writing. Chief Trevithick will send the waiver in its current form to the Board and Director Snyder will forward it to our attorney. The topic will be revisited at the July meeting.

- iii. Post Office - We received an email from Arnold Turner, a local realtor who paid to have the Post Office built on the HFPD-owned land abutting the Fire Station. Turner leases the land from the FD for \$625/month, and rents it to the Post Office for \$1,625. The lease has been in place for ~20 years and is up for renewal in June. Director Martin recommends renting the land to the Post Office directly. Even if we have to pay a property management company to oversee it, we would still make more than what we do now. The lease with Arnold Turner was originally for 20 years, with the option to extend in 5-year increments. Next June will be 30 years. We could raise the rent significantly and still give the Post Office a better rate than comparable properties. We need to have a conversation with the Postmaster to see what is optimal for both groups. Director Martin will look into the rate/sq ft for commercial properties and report at the next meeting.

VIII. NEW BUSINESS

- a. Policy, Don – Director Cole requested clarity on some of the responsibilities left by the recently retired Board Members. Director Baldrige had indicated that she was in charge of writing policy, but the job isn't generally the responsibility of the Treasurer. See VIII, c below (Orphaned Responsibilities) for discussion.

- b. Recognition for departing Board Members – No discussion

- c. Orphaned Responsibilities
 - i. Exclusions – Board Members as a whole. Extra tasks will be handled or assigned as is appropriate.

 - ii. Elections – No elections for approximately two years. Will revisit the decision when we get closer to an election year.

- iii. Archiving – Director Sanders will work with Jen to get a plan in place.
 - iv. Secretarial duties – Director Brinkman plans to rely on our attorneys to ensure tht nothing is missed.
 - v. 501(c)3 – Director Martin volunteered to take Director Baldrige’s place on the 501(c)3 Board.
 - 1. Director Brinkman requested that we add a nonprofit update to the agenda as a recurring item, similar to that of the pension board.
- d. What Next – In conjunction with the Officers, the Board needs to start planning for the next big project for the Department. Some of the ideas suggested at the Special Meeting:
- Land Acquisition
 - Training Facility – A permanent location
 - Station Improvements
 - Medical Transport – How to improve transport service, even if it is not under the HPFD umbrella.
 - Paid Firefighters – How does the HFPD measure up to similar operations.
 - Market Pay
 - Benefits
 - Gallagher – Being reviewed at the state level right now. We will need to take action on our own if it fails.
 - Replace/Discard 2801 – It’s reaching the end of its term and we need to start thinking about getting rid of it.
- i. The perspective of the Department is that acquiring property on which to build a permanent training ground is the highest priority. Ideally someone would donate land that we could use but, we also need to look at the possibility of purchasing property in the District. We don’t want to lease because we need a permanent solution and property that is fully under our control. If we can acquire a large enough area, a long-term plan would be to build a training “city” that could be used in conjunction with other Boulder County Departments, including law enforcement. Training Captain Barnaby found a company that specializes in training facilities that can be built up, rearranged, expanded, and converted to suit the needs of different agencies. If location and funds can be secured, this would be the ideal situation to advance the capabilities of the HFPD, and many other departments across Boulder County.
 - 1. Chief Trevithick is going to try again to approach Cemex, with the goal of speaking to someone at the highest executive level about donating or purchasing some of their land.

2. Boulder County may allow us to use or buy some of their underused property. Collaborating with the Sherriff's Department may give more gravity to the request.

e. Rescue Trailer – We have a rescue trailer that we don't need or use. It is easier to bring equipment and gear in the other apparatus, rather than taking the time to strap everything down in the trailer. In the event that a trailer is needed, Chief Trevithick is happy to supply one of his own. A MOTION to approve the sale of the rescue trailer was made by Director Sanders. Director Martin seconded and the motion was approved by unanimous vote.

IX. AGENDA NEXT MONTH

a. Work Session? - None

b. Regular Meeting – No discussion

X. ADJOURNMENT – A MOTION to adjourn the meeting was made by Director Brinkman at 9:30 PM.

Motion/Resolution Summary:

- MOTION to approve the regular meeting minutes
- MOTION to approve the special meeting minutes
- MOTION to proceed with the property exclusion
- MOTION to approve the sale of the rescue trailer
- MOTION to adjourn the meeting

ACTION ITEMS:

Chief Trevithick

- Work with Director Sanders on the possibility of disputing the lock charge with the credit card company
- Warn the FFs to take care with what they post to social media
- Send the ride-along waiver in its current form to the Board

Assistant Chief Benzel - NONE

All Board Members - NONE

Director Snyder

- Leave the petition for exclusion in Director Brinkman's box to counter-sign and file
- Forward the ride-along waiver to our attorney to review and update

Director Brinkman

- Counter-sign and file the petition for exclusion

Director Cole

- Ask that the insurance company give us their input on the vehicle use policy in writing

Director Martin

- See if the steak dinner can take place on mother-in-law/mother's property
- Continue calling Twin Peaks Lock & Key until someone answers the phone
- Connect the Board with real estate attorney to look over/recreate land lease
- Look into the rate/sq ft for commercial properties and report at the next meeting

Director Sanders

- Look into what documents need to be filed with Boulder County for the 2019 audit exclusion
- Work with Chief Trevithick on the possibility of disputing the lock charge with the credit card company

Executive Assistant to the Board

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