

Hygiene Fire Protection District
P.O. Box 83, Hygiene, CO 80533
Board of Directors Regular Meeting
Wednesday, November 11, 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, Marty Butley

Directors Not in Attendance: NONE

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

Meeting Attendees: Firefighters Caviness and Olson, Former Director Molly Baldrige, and Jim Thomas, Real Estate Advisor for USPO Lease

- I. PENSION BOARD AS NEEDED – NONE
- II. CALL REGULAR MEETING TO ORDER – Regular meeting called to order at 7:02 PM
- III. AUDIENCE COMMENTS FOR ITEMS NOT ON THE AGENDA - NONE
Questions/comments solicited via the Zoom teleconferencing tool.
- IV. PUBLIC HEARING: 2021 BUDGET – Notices alerting the public to this budget meeting were not posted. Hearing rescheduled the December Board Meeting.
- V. APPROVE MINUTES
 - a. Regular Meeting, October 14, 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, September 25, 2020 – Will be voted on at the regular Board meeting in December.
 - c. Special Meeting, September 26, 2020 – Will be voted on at the regular Board meeting in December.

VI. REPORTS

a. Treasurer's Report

i. October Financials – The budget-to-actual report was reviewed and Director Sanders noted some of the accounts that are disproportionately high for this point in the year. We still have 132k remaining in the budget allocation for the new Type 3.

1. Director Sanders reiterated the importance of making all remaining budget-related purchases in the month of November so that December is clear of major unexpected expenses, with the goal of containing 2020 financials to the 2020 calendar year.

2. 2021 Budget- Director Sanders presented the latest version of the budget for review, with the few modifications that have been made since the October Board meeting.

- We now have 70k set aside for 2831, to cover the costs of moving the box to a new vehicle. Consequently, we will only be transferring 25k to the vehicle replacement fund.

- Workers compensation insurance is estimated at 30k. We are still waiting on exact figures from Tribbett Insurance.

- The radio budget for 2021 was dropped to 2,500 from 14k, after it was decided that we could afford to make the bulk of the radio purchases with 2020 funds.

3. We are still trying to get reimbursements for COVID-related expenses and we need to apply for funds to cover the costs. We've made three applications so far but they were rejected. No funds are available through Boulder County but we did get some PPE supplies from them early on.

- Chief Trevithick and the Board signed a Disaster Emergency Declaration in April/May, which was supposed to have allowed us to tap into government

funds to reimburse for COVID-related expenses. Assistant Chief Benzel will follow up with Boulder Office of Emergency Management on Monday.

4. Accountant Status – Director Sanders was scheduled to meet with Nicole, our CPA, to review financials and budget but she was affected by the Cameron Peak fire so the meeting is temporarily postponed. We need to get her advice on whether we will be eligible to file and Exemption From Audit next year, or whether we will be required to do another full audit. If we need to do a full audit, will Clausen be able to do it for us.

b. Secretary's report

- i. Upcoming deadlines – The 2021 budget must be approved at the December Board meeting. The Mill Levy certification must be submitted to Boulder County by December 15th and the full budget and accompanying documents must be submitted to the state by January 31, 2021.

c. Chief's Report

- i. Run Data – In October there were 33 calls, including 12 for Fire, 5 EMS, and 10 motor vehicle accidents. Of the EMS calls, 23% were BLS and 77% ALS. The average Dispatch-to-en-route times were ~2:24-minutes for HFPD, and ~2:06-minutes for AMR. Over 33 calls, the average en-route-to-arrival time for HFPD was ~5:39 minutes. Over 16 calls, the average en-route-to-arrival time for AMR was ~14:43 minutes. On all calls, there was an average of 6 responders, with a minimum of 3, and a maximum of 7.

1. YTD: Out of the 257 calls through October, ~20% each were for Fire and MVAs, ~40% for EMS calls.

2. Special Incidents: There were three deployments in October. In addition to the CalWood fire, which crossed into the Hygiene Fire Protection District, the two largest wildfires in Colorado history occurred across multiple neighboring Districts, which the HFPD helped to fight with both manpower and apparatus.

- ii. Type 3 Status – We are still waiting on medical bags, rescue gear and extrication equipment to finalize 2802 before it is fully operational to

go on all calls. In its current state it is equipped for any structure or wildland fires, but not MVA or medical calls.

1. Chief Trevithick made a point to assure the Board that, in addition to warranties, the new truck is fully covered by insurance.
- iii. Shift Coverage – Assistant Chief Benzel presented shift coverage numbers for October. Good coverage overall, particularly with the number of people on deployment or on COVID-related medical commitments. There was not a single shift that was unstaffed and most shifts had around three people.
1. All applications have been submitted to Assistant Chief Benzel for next year's Lieutenant Staffing Program. Testing is scheduled to start on December 5th, with outside proctors evaluating the applicants.
 2. Some people have expressed concern about the new shift program setup and how it eliminates one of the spots on shifts for the paid staffers. However, the ultimate goal is to ensure that all shifts are fully covered and there have been shifts when the station is unstaffed or understaffed. Chief Trevithick noted that it is a difficult balance of trying to give members as many shifts as they want while still giving them schedule flexibility, but also maintaining 24/7 coverage at the station.
 - Additional volunteers would help to mitigate some of the balancing difficulty; the HFPD currently has two spots available for new recruits and 40 applications for people wanting to join. New recruits always start off as volunteers. When the volunteers get the appropriate certifications and can then switch to the shift program if they want.

iv. Other Issues & Opportunities

1. Wildland Deployments

- Chief Trevithick noted that Director Sanders put together a very useful spreadsheet to track all aspects of wildland deployments. The spreadsheet makes it much

easier to quickly see what people/equipment/apparatus are going out, when they are due back, the amount and status of reimbursements, and resulting income due to the District. The spreadsheet is available on Google Drive for Board Members to review at any time.

- In addition to the financial benefit, deployed members get more opportunity to diversify their training and secure more advanced wildland qualifications. Before firefighters can be approved for deployments, they must have taken a wildland class in which they receive a taskbook. In order to be eligible for advanced wildland certifications (Engine Boss, Firing Boss, etc.), firefighters need to get signatures in their taskbook. Each item with a signature attests to your experience on wildfires with that particular task, and the chance to address some of the tasks are not necessarily possible when dealing only with local fires. The opportunity for deployment is proving additionally motivating for members to take more wildland classes, in order to increase their chance of getting called.

2. Boulder County is working on setting up a closest unit dispatch program and it is scheduled to start next week. Based on the Emergency Medical Dispatch (EMD) System, a code is assigned, which tells the responder whether the call is emergent or non-emergent. The program is still in the preliminary phase and going mostly to the career Departments initially because they have Mobile Data Computers (MDC) and many of the volunteer departments do not. Additionally, none of the HFPD rigs have GPS on them so Hygiene is toned based on the location of the Station, as opposed to the location of individual apparatus. Right now, EMD tells us whether we should respond emergent or non-emergent, but we have the option to choose otherwise, depending on our ETA, conditions, medical info, etc. Director Snyder will add this as an agenda item for the December Board meeting to discuss in more detail.

VII. OLD BUSINESS

- a. Post Office Lease – Jim Turner joined the meeting to advise on the post office lease.

- i. A MOTION to go into executive session to discuss the post office lease was made by Director Martin. Director Brinkman seconded and the motion was approved by unanimous vote.
 - b. Christmas Party – COVID infection rates are spiking in Boulder and across the country. Consequently, Boulder County dropped the maximum allowable group size to 50 from 100, and it could go even lower over the next couple of months. Because of the uncertainties relating to social gathering restrictions in the near future, it was decided it was best to put the Christmas party off until mid-January. As we get closer to that date, we can make a more informed decision based on social distancing restrictions in place at that time. In this way, we can still reserve the caterer and location for the party, and cancel if needed. (Both businesses asked for a week’s notice.) If it is determined that group gathering limits are too restrictive in January, the party will likely be pushed out to sometime in the Spring.
 - A MOTION to tentatively schedule the Christmas party for January 15th and make a final decision at the December Board meeting was made by Director Snyder. Director Martin seconded and the motion was approved by unanimous vote.
 - c. Cooperative Opportunities/Resource Sharing – No discussion

VIII. NEW BUSINESS - NONE

IX. AGENDA NEXT MONTH

- a. Work Session – No discussion
- b. Regular Meeting – No discussion

X. ADJOURNMENT – The meeting was adjourned at the close of the executive session.

Motion/Resolution Summary:

- MOTION to approve the regular meeting minutes
- MOTION to tentatively schedule the Christmas party for January 15th

- MOTION to go into executive session
- MOTION to exit the executive session and adjourn the meeting

ACTION ITEMS:

Chief Trevithick

- Make all known/planned budget purchases before the end of November

Assistant Chief Benzel

- Follow up with Boulder Office of Emergency Management re: COVID funds/Disaster Declaration

Pension Board Chair Bashor – NONE

All Board (and Department) Members – NONE

Director Snyder

- Add closest unit dispatch as an agenda item for the December Board meeting

Director Brinkman – NONE

Director Martin – NONE

Director Sanders

Executive Assistant to the Board

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