

Hygiene Fire Protection District
P.O. Box 83, Hygiene, CO 80533

BOARD OF DIRECTORS REGULAR MEETING
Fire Station, 7523 Hygiene Road
Wednesday, August 11, 2021
7:00 p.m.

Directors in Attendance: Scott Snyder, Brian Sanders, Steve Brinkman, and Marty Butley

Directors Not in Attendance: Devon Martin

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 Kouznetsov, and Vinton

- I. FRIENDS OF HYGIENE MEETING AS NEEDED – The role of Treasurer was filled at the June meeting.
- II. PENSION BOARD AS NEEDED – Pension Board Chair Bashor requested that Directors Snyder and Sanders complete Pension Authorization forms for the new annual period. This task was completed prior to the start of the Regular Meeting.
- III. CALL REGULAR MEETING TO ORDER – Regular meeting called to order at 7:05PM
- IV. AUDIENCE COMMENTS FOR ITEMS NOT ON THE AGENDA - NONE
- V. APPROVE MINUTES
 - a. Regular Meeting, July 14, 2021 – Due to remote access difficulties, there were a number of points that needed clarification. Each item was reviewed jointly and corrections were made as needed. A MOTION to approve the regular meeting minutes with all Board-approved corrections was made by Director Butley. Director Sanders seconded and the motion was approved by unanimous vote.
 - i. The updated July minutes will be sent to the Board for review.
- VI. REPORTS
 - a. Treasurer’s Report

i. The budget-to-actual report was reviewed. Nearly all property tax revenue has been received by this point in the year. Because of high fuel costs, supplies are at ~97% of the amount budgeted for the entire year. Gas prices are high and the trucks are out more for both calls and training, so the extra expense is not abnormal, just over budget.

1. Audit deadline is mid-September. Director Sanders has reached out to our CPA to verify that he has all the information that he needs to complete the audit, and we are hoping to have everything completed by September 1st.

2. Director Sanders is waiting on answers from the Boulder County Assessor about the 5.5% property revenue limit rules.

b. Secretary's report

i. Dates and Deadlines – Director Martin traveling so no report; election deadlines discussed later as part of Old Business (VII, f)

c. Chief's Report

i. Run Data

1. July 2021: there were 30 calls, including 3 for Fire, 13 EMS, 5 motor vehicle accidents (MVA), and 4 Rescues. The average Dispatch-to-en-route times were ~2:11-minutes for HFPD, and ~1:38-minutes for AMR. Over 30 calls, the average en-route-to-arrival time for HFPD was ~4:47-minutes. Over 15 calls, the average en-route-to-arrival times for AMR was ~19:58.

2. Activity in the same month a year ago: there were 36 calls in July 2020, with a greater number fire calls (5) and MVA calls (9), the same number of EMS calls (13), and fewer Rescue calls (2) in July last year. Hygiene's average dispatch-to-en-route times in July 2020 were longer (~2:13) than this July, as was the en-route-to-arrival time (~6:13). AMR's average dispatch-to-en-route time in July 2020 was longer (~2:05) than this July, but their average en-route-to-arrival time was much shorter (~14:26).

3. Out of 14 calls in July, 3 were BLS and 11 ALS.

4. The number of responders per call type in July 2021:

- Fire calls – 12
- EMS calls – 7
- MVA calls – 8
- Rescue calls – 6

5. Year-to-Date: there have been 193 total calls, including 33 for Fire, 94 EMS, 28 Motor Vehicle Accidents, 8 Rescue, and 6 “Other.” (Remaining calls were false alarm, cancelled en-route, etc.) For the year, the average number of responders on fire calls was 7. The average number of responders on EMS calls was 6. The average number of responders on MVA calls was 10. The average number of responders on Rescue calls was 7. The average number of responders on all calls was 7.

6. Major Incidents:

- Aircraft crashes
 - i. 7/10/21 – Crash happened on the border between Hygiene’s and Longmont’s District, so both Departments responded. The joint effort between the two agencies went well, although fuel kept leaking from the plane, making it difficult to put out.
 - ii. 7/18/21 – The crash was in Hygiene’s District but Longmont was called first. Hygiene was toned way after the fact so minimal additional action was required at that point.
- Grass Fire – A transformer is suspected of starting the fire that burned 10 acres on Table Mountain. Hygiene was called in along with multiple other agencies. It was in Mountain View’s District but no one from that Department showed up due to a technology glitch regarding apparatus availability.
- Lyons Water Rescue Calls – It turned out that the victims walked back so ultimately no rescue was necessary.
 - i. 7/4/21
 - ii. 7/7/21

ii. Shift Coverage – Assistant Chief Benzel presented shift coverage numbers for July. Good coverage overall last month, with zero missed shifts. There was an average of 3-4 people on every shift, with a minimum of one person and maximum of five. There were 25 shifts (14 day shifts and 11 night shifts) that did not have the requisite two *paid* members – in addition to Shift Lieutenant – on shift; however, volunteers were often on shift along with the paid members.

1. Four more people just joined the Department and two of them already have already completed most of their certifications. Chief Trevithick credits Hygiene’s high-quality training program as the reason that we are attracting dedicated, motivated recruits.

- Director Sanders will create Hygiene Fire email accounts for the new members.

iii. Deployments

1. The first deployment was FF Wurzer as single-resource EMT to Rhode Island to administer COVID vaccinations.

2. FF Huff was deployed with 2821 as single-resource to the Muddy Slide fire to manage radio communications.

3. Then FF Wurzer went with another Department as an Engine Boss trainee.

- One more deployment as an Engine Boss trainee should complete his training. Hopefully he can deploy as Engine Boss with a Hygiene apparatus the next time.

4. FF Huff deployed again as single-resource member with 2821, this time to the Dixie fire.

5. We also have a tender deployed for 21 days on the Crater Ridge fire, which should earn the Department ~\$60k.

- We could earn even more deployment income if we had more apparatus and personnel to spare. If we keep

deploying at the pace that we are now, we should generate profits similar to last year.

- We might consider switching our tender type to “Supply,” rather than “Tactical” in our CRRF agreement, that way only one member needs to go out and they can be a Type 2 Firefighter. It means ~\$15/hour less but they don’t go off the road and there’s less risk for still a decent amount of money.
- iv. Grant Update – Since other Districts have joined, the per-District cost for the grant writer has gone down even more. Chief Trevithick reported that the grant application for the radios may actually be complete, or close to it. We’re still working on establishing quantity and equipment needs from all the participating Districts in the SCBA grant.
 - v. Obligations/restriction for wildland revenue – At the July meeting, there was some discussion about where the funds for the Type 6 rebuild came from. Director Sanders thought they were incorporated into the 2020 Operations Budget, while Chief Trevithick thought they were to come out of 2020 deployment income. After consulting with the state and other local Departments, Chief Trevithick reported that there isn’t any apparent obligation for wildland revenue. Nevertheless, he expressed the opinion that he would still like the bulk of these profits to be allocated towards supporting current and future deployments.
 - vi. Green house lease – No update because the landlord is out of the country.
 - vii. Create deployment tracking spreadsheet for 2021
 1. Chief Trevithick is working on updating the deployment tracking spreadsheet.
 - There was an incident where a member couldn’t use the Department credit card to rent a car because his name wasn’t on the card. He paid for the rental himself and was reimbursed by the Department and there was some discussion about where the expense should be recognized on the tracking spreadsheet, since it’s different from the per diem expense.

- viii. Prepare survey questions for public: what do they expect from the Department – Lyons’ Fire Chief Zick is getting his questions together and they will be combined with those of Chief Trevithick. We are not looking for input on *how* to provide service, but rather what service do District Residents think we should be providing?
 - 1. Chief Trevithick proposed creating an editable Google Sheet so that all the board members can submit questions to include on the survey, and/or for independent distribution.
 - 2. We would like to get the survey out sooner than later, with the objective of having responses by the end of August. This would allow us to review the results in advance of the mill levy election issue.
- ix. Finalize goals and costs for long-term planning – Director Snyder and Chief Trevithick will continue to work on accumulating this information.
- x. Other Issues & Opportunities
 - 1. The new Type 6 was sent out to have decals put on it but the new 2831 is now back in service. The cab and chassis of the old 2831 can be sold, now that the new one is fully in service. A MOTION to sell the old truck was made by Director Brinkman. Director Sanders seconded and the motion was approved by unanimous vote. Director Snyder suggested \$10k as an initial asking price; Assistant Chief Benzel proposed starting at \$15k. Chief Trevithick will post the sale online.

VII. OLD BUSINESS

- a. Hygiene/Lyons Report – We’ve received the financial comparisons of the two Districts and the study results were discussed. Respectively, Hygiene appears less financially stable than Lyons based on their current mill levies. Both Districts have similar revenue streams from property tax revenue, but Hygiene is projected to have higher long-term expenditures, cutting into reserves starting in 2024. Most Board Members felt that the study seemed too narrow to give a complete picture, and that the report did little more than parallel the information that Director Sanders had already put together.

- i. It was unclear whether the information received is the complete/final report, or whether this is just the first “chapter” within an ultimately more comprehensive study.
 - ii. The next step is to set up a joint meeting so that that analyst can present his findings to the Board Members of both Districts and they can ask questions about his methods and assumptions.
- b. Get-together on August 14th at noon – Assistant Chief Benzel has taken care of pretty much all of the food, games, and transportation logistics.
 - i. Director Butley encouraged people to bring lawn chairs to ensure that there are enough places to sit.
- c. Steak Dinner Friday, September 17th – Chief Trevithick will put up a sheet for people to sign up to bring sides, desserts, etc. The only deadline is to order the steaks. Pension Board Chair Bashor will invite the retirees. Chief Trevithick will contact Director Martin about possibly putting together a flyer to send to the retirees.
- d. Open House at the Fire Station in October – We need to have the public survey results before the open house and should try to get the mill levy flyer out in early October. It was suggested that we combine the flyer with the invitation to the open house.
 - i. The event will be held at the Stations so that the attendees can see what it looks like; they can tour the bays, sleeping accommodations, etc.
- e. Above-ground septic alternatives – No report because Director Martin was not at the meeting.
- f. Election – Director Butley notified Boulder County tomorrow of our interest in adding a mill levy increase to the November ballot. Director Butley will serve as Hygiene’s Election Official, but Boulder County is officially the DEO because they’re running the election, we’re just adding our issue onto it.
 - 1. Next step is to update the map of our District Boundary lines. Director Butley emailed the tax assessor but they need a list of changes for the past two years. He got the information from our attorney and sent it on to the assessor. We were supposed to have received a copy of the new map by the end of the month. Director

Butley hasn't gotten anything yet, but, when he spoke to Boulder County, they confirmed that they have an updated District map on file so that task seems to be completed.

2. We have to certify the ballot content by September 3rd. Director Butley will reference the language used for the last mill levy increase to develop the content for this election.

- According to TABOR rules, we must list pro and con statements for raising our mill levy. We need to figure out a way to solicit feedback from the public to develop these arguments. This could be included on a mill levy flyer handout, and/or as part of the town hall meeting.

i. All pro/con statement for TABOR ballot issues must be filed with Boulder County by 12PM on September 17th.

ii. Our mill levy is the lowest of all adjoining Districts. Lyons is the next lowest at 12.16, Berthoud 13.85, and Mountain View is the highest at 16.75.

- We may also need to show the average property tax increase for District residents. Director Butley stated that we need to confirm this number with Lyons Gaddis to be certain of the information. Once verified, Director Sanders suggested that we also include the average increase on the flyer.

- Ballot content will be discussed in a special meeting.

ii. Anticipated Cost of Operations

1. Director Sanders presented the latest version of the Income Planning spreadsheet and reviewed the status of tasks that were assigned to the Board Members. Most assignments have been completed.

- We will get a cost estimate when Boulder County starts to print the ballots. The expense is allocated based on District

population, and Director Butley expects it will run between \$3k and \$5k.

- In addition to the mill levy increase, there was discussion of adding a bond issue to the ballot, specific to station improvements. A bond would be a separate election issue, since it amounts to a borrowed mill levy, rather than an actual one. It also has an expiration date. Separating the funding avenues might allow us to lower the operating mill levy increase, so the combination might be a way to lessen the long-term financial impact to the voters. The idea will be discussed at the next study session.
- iii. Apparatus Replacement – Discussed as part of other long-term planning topics.
 - iv. Major Equipment Needs – Director Snyder will work with Chief Trevithick to finalize the list of goals and costs.
 - v. Add a page to the newsletter about the mill levy increase – No update
 - vi. List of reasons why the electors should vote for a mill levy increase
 1. Director Martin did a fantastic job putting together a flier that can be presented to the public, making the case for a mill levy increase. She was not able to be at the meeting but Director Sanders presented the first draft of the flier in her absence. The attendees made suggestions/observations that Director Sanders will relay to her to she can modify the flier as needed.

VIII. NEW BUSINESS – None

IX. AGENDA NEXT MONTH

- a. Work Session – Saturday, August 21st at 12:30 at the Fire Station.
- b. Regular Meeting – No discussion

- X. ADJOURNMENT – A MOTION to adjourn the meeting was made by Director Brinkman. Director Sanders seconded and the meeting was adjourned at 9:25 PM.

Motion/Resolution Summary:

- MOTION to approve the regular meeting minutes with all Board-approved corrections
- MOTION to sell the old Type 6 truck
- MOTION to adjourn the meeting

ACTION ITEMS:

Chief Trevithick

- Work with Director Snyder to finalize the list of goals and costs for long-term planning
- Create an editable Google Sheet so that all the board members can submit questions to include on the survey, and/or for independent distribution
- Contact Director Martin about possibly putting together a flyer about the Steak Dinner to send to the retirees
- Put up a sheet for people to sign up to bring sides, desserts, etc to Steak Dinner
- Post the sale of the old Type 6 online

Assistant Chief Benzel – NONE

Pension Board Chair Bashor – Invite retirees to the Steak Dinner

Department Officers – NONE

All Board AND Department Members – Start “selling” the idea of a mill levy increase to the public

All Board Members – Submit questions to include on the survey, and/or for independent distribution, to Chief Trevithick’s Google Sheet

Director Snyder

- Continue to work on totals for salaries, benefits, etc. – in conjunction with the apparatus/equipment estimates – and send findings and calculations to the Board
- Work with Chief Trevithick to finalize the list of goals and costs for long-term planning

Director Brinkman – NONE

Director Martin

- Talk with Chief Trevithick about possibly putting together a flyer about the Steak Dinner to send to the retirees
- Modify the mill levy flier as needed based on meeting suggestions

Director Sanders

- Relay suggestions/observations made by the meeting attendees to Director Martin so she can modify the mill levy flier as needed
- Create Hygiene Fire email accounts for the 4 new Department members

Director Butley - NONE

Executive Assistant to the Board

- Send the approved June minutes to Chief Trevithick and Brian Sanders to post on the Hygiene FD website
- Send the approved July minutes to Chief Trevithick and Brian Sanders to post on the Hygiene FD website