

**Hygiene Fire Protection District**  
**P.O. Box 83, Hygiene, CO 80533**  
**Board of Directors Regular Meeting Agenda**  
**Wednesday, December 13, 2017**  
**7:00 p.m.**

**Directors in Attendance:** Molly Baldrige, Dave Beeman, Judy Koslov, Scott Snyder, and Steve Brinkman.  
**Department Personnel:** Acting Chief Cody Trevithick, Pension Board Chair Paul Bashor, Lieutenant Keith Perrinello, Captain Russ Benzel, and E/A to the Board Jennifer Cook  
**Meeting Attendees:** Firefighter Barnaby and Lyons Gaddis Attorney John Chmil.

- I. PENSION BOARD AS NEEDED
  - a. Pension Board meeting was called to order at 7:01 PM. Pension payouts have not changed in a while so Pension Board Chair Bashor proposed raising the monthly payouts. He submitted three payout options to the actuaries and we are waiting on their analysis.
  - b. Director Baldrige made the FPPA contribution to the volunteer pension fund. We are currently overfunded and the results of the actuarial study will help determine whether we should continue making contributions at the same level. Through the shift-staffing program FFs can earn income vs. contributing to their pension funds, so there may be FFs who are not interested in pensions. No decision was made and the discussion was postponed until we have more information.
- II. CALL REGULAR MEETING TO ORDER – Regular meeting called to order at 7:04 PM
- III. AUDIENCE COMMENTS – None
- IV. APPROVE THE NOVEMBER MEETING MINUTES – MOTION to accept the November minutes made by Director Baldrige, Director Beeman seconded. Approved by unanimous vote.
- V. REPORTS
  - a. Treasurer’s report
    - i. November Financials – Review and discussion of the documents provided by Director Baldrige ahead of time. Nothing unusual or of concern. Expenditures track what was projected in the 2017 budget and are expected to align through the end of the year.
  - b. Secretary’s report
    - i. Upcoming deadlines
      1. The 2018 budget must be adopted by the board at the December meeting.
      2. Special Elections in 2018
        - a. Jen will attend Designated Election Official (DEO) training in early January.

- b. Director Koslov will post an advertisement for candidates in the Times-Call
    - c. There are two current board members whose terms will end in May 2018. Both members are interested in running for another term and both are allowed to sit for another term if no one chooses to run against them. If there are no contenders for either seat, elections will be cancelled and each board member will retain their positions for another term.
  - ii. Archive & Retention Project
    - 1. Director Koslov and Jen will consult on setting up a routine for archiving.
    - 2. The meeting minutes between 2001 and 2012 are missing and need to be tracked down so that they can be added to the archives. Director Brinkman stated that has numerous documents spanning a long period of time and the missing minutes could be among them. Once he has access to his computer, he will forward everything to Jen to sort through and archive as needed.
- c. Chief's Report
  - i. FD Performance Report – There have been 276 calls for the year, 18 of which occurred in November. Approximately 60% of calls are for EMS service. AMR response times are an ongoing problem and the satisfactory response times according to AMR standards are not adequate to Hygiene FD expectations. Director Baldrige suggested that we establish internal goals for EMS response times that are acceptable for the city of Hygiene. This will be necessary if we ever want to consider buying an ambulance or endeavoring to hold AMR to a higher standard
  - ii. Issues & Opportunities
    - 1. The department is at maximum capacity (35) for members and Acting Chief Trevithick would like to raise the maximum allowable number to 40. There are quite a few qualified applicants that could get started on the training program in mid-2018, which means that budget or insurance changes wouldn't be necessary until they are fully trained in 2019. The bylaws would need to be updated but the board didn't see any problem raising the number to forty as a means to optimize the department.
  - iii. Harassment Training – Acting Chief Trevithick got in contact with the same group we used for last year's training and we have a class scheduled for January 8th. This covers everyone for the entire year and ensures that all the new recruits receive thorough and accurate instruction. The new recruits will also be required to read and sign the harassment SOP. Acting Chief Trevithick will get a "refresher" video to be viewed by those who have taken the class in the past.

## VI. OLD BUSINESS

- a. Christmas Party – The party was very successful and everyone who signed up attended.
- b. Roof – The roof being replaced is approximately 15 years old and has multiple leaks in it. Director Snyder contacted a roofing engineer to evaluate what needs to be done, write up specs and recommendations. Once we receive his estimate we will decide how to proceed.

- c. Volunteers for By-Laws/SOP Committee – Acting Chief Trevithick has recruited a number of volunteers for the committee. He is also working on getting a copy of the 2011 by-laws to use as a baseline, which can then be added to or amended as needed.
- d. 2018 Budget
  - i. Director Baldrige presented a second version of the budget (V2) to be used for comparison with the budget presented at the November meeting. The budget presented at the November meeting (V1) showed year-round coverage but resulted in an operational deficit for the year. The V2 budget rectifies the deficit with minimal cutbacks in the number of paid shifts offered through the shift-staffing program. It was agreed that it would be difficult to cover the station year-round with the number of staff available so the reduction in the number of paid shifts is effectively irrelevant.
  - ii. The Tax Payer Bill of Rights (TABOR) provision states that government entities must maintain a reserve of 3% of fiscal year spending for emergencies. The V2 budget specifically identifies that the required amount has been allocated for this purpose. Any unused portion of the reserve will roll over into subsequent years.
  - iii. Director Baldrige presented all of data included on the Resolution to Adopt the Budget. She will submit this to the state and recommended that that board approve budget version 2, since it results in a balanced operational budget.
  - iv. MOTION – Director Beeman made a motion to adopt resolution 2017-004 (Resolution to Adopt the Budget), Director Koslov seconded. Approved by unanimous vote.
  - v. MOTION – Director Brinkman made a motion to adopt resolution 2017-005 (Resolution to Set the Mill Levy), Director Beeman seconded. Approved by unanimous vote.
- e. Jacket cost (Bashor) – Pension Board Chair Bashor found Class III, high-visibility jackets with a removable outer shell in two different lengths. Both versions have hoods and can be emblazoned with “Hygiene Fire Department” on the back. The expense has already been approved for 2017 so the board authorized Acting Chief Trevithick to purchase the jackets that best meet the needs of the department.
- f. Sale of 2830 (Barnaby: estimated auction value) – The 2830 is posted for sale on the Brindlee website. The asking price was determined based on the specs, mechanic’s estimated value, and the asking price of similar trucks. Brindlee posts it for free but will take a percentage of the selling price.
- g. Shift Staffing Program
  - i. Attorney John Chmil outlined the legal differences and implications of volunteers vs. part-time paid employees. Part-time paid employees are subject to the standard withholdings and are paid an agreed upon rate. The Volunteer Pension Act allows a volunteer to receive certain amounts or types of compensation, while still being eligible for pension benefits. Volunteers are therefore allowed a stipend that could be considered a nominal fee and is based on working a minimum number of hours per shift per week. However, volunteers cannot receive more than 20% of an annual base salary for someone in this position as a paid employee.
  - ii. All the members of the FD will need to commit to being either a part-time paid employee, who will not be earning a pension; or a volunteer, who cannot earn more

than the 20% limit but will be contributing to their pension fund. No one would be allowed to transition from one status to the other until the beginning of next year.

- iii. In the past we've received conflicting information on a few significant points so Attorney John Chmil will review the shift-staffing SOP and make recommendations on how it needs to be modified to meet the legal requirements.
- iv. Some of the requirements and expectations don't accord with the by-laws so both documents will likely require further modifications. We may need to have two sets of by-laws that apply to volunteers and part-time paid staff, respectively.
- v. The number of volunteers vs. paid staff could potentially affect the cost of our workman's comp insurance.
- vi. Captain Benzel showed that the SOP has been updated with the requested requirements that all participants be in good standing with the department and up-to-date with training, as well as more thoroughly defining what "disciplinary action" means.

## VII. NEW BUSINESS

- a. Station Renovation – We received the station renovation design plans from the architects. The designs show some layout changes and a floor-to-ceiling, 2-hour fire wall will be added; the wall will separate the kitchen and bathroom from the bunkers and surround all living areas. However, the new designs could shift us into new, more stringent building requirements that are unnecessary to operations. The main goal is to meet county requirements and building codes as they currently apply and to minimize expense to the taxpayers. We will continue to work with the architects to develop a design that meets with these requirements. At that point, we will begin soliciting bids to determine whether the renovation is reasonably within our budget.
- b. Training Center – The County issued a new requirement for their training center facilities that one member of the department must attend an orientation session annually. Final session takes place in January.

## VIII. GOALS

- a. Board Bylaws and SOPs: Molly – Will be examined by the working committee, starting in January.
- b. Establish Level of Service for HFPD Medical Response: Scott – It was agreed that this should be a point of focus for 2018
- c. Establish Level of Service for Medical Transport Service: Scott – Not discussed
- d. Get record keeping system set up – filing, organization, preservation, accessibility of docs: Judy – Director Koslov will coordinate with Jen on how to move forward on this in early 2018
- e. Strategic Plan: Steve – The plan has been reviewed and a number of updates are in the works but the plan is generally being adhered to. Director Brinkman will continue to work on making the necessary changes and send them to the board for review. Director Koslov requested that he track all changes so that the board can see what has been updated in order to compare with previous versions. Director Brinkman noted that there is nothing in the plan about the possibility of an ambulance although it might still be too early to make

such an inclusion. For now, all we can do is look at the financial and statistical data and decide how to proceed from there.

- f. Review Statement of Purpose - DONE
- g. Verify all employees have proper tax withholding: Molly; Insurance; Dave; Job Descriptions: Chief – Not discussed

IX. Adjournment – MOTION TO ADJOURN at 10:00. Made by Director Brinkman and seconded by Director Baldrige. Approved by unanimous vote.

#### Motion/Resolution Summary:

- MOTION to accept the November minutes
- MOTION to adopt resolution 2017-004 (Resolution to Adopt the Budget)
- MOTION to adopt resolution 2017-005 (Resolution to Set the Mill Levy)

#### **ACTION ITEMS:**

##### **Acting Chief Trevithick**

- Ensure that a department member attends the county training center orientation session in January.

##### **Board Members**

- Prior to the January meeting, try to find any locals or acquaintances that may be interested in running for a seat as a board member.

##### **Director Koslov**

- Post an advertisement for board member candidates in the Times-Call.
- Work with Jen to set up a routine for archiving.

##### **Director Snyder**

- Add 2018 elections as a discussion topic to the January meeting agenda.

##### **Director Brinkman**

- Forward a copy of all FD documents to Jen for archiving.
- Send the strategic plan with tracked changes to the board members to review.

##### **Executive Assistant to the Board**

- Send the November minutes sent to FF Cunningham to post on the Hygiene FD website.