

Hygiene Fire Protection District
P.O. Box 83, Hygiene, CO 80533
Board of Directors Regular Meeting Agenda
Wednesday, December 12, 2018
7:00 p.m.

Directors in Attendance: Scott Snyder, Steve Brinkman, Judy Koslov, Don Cole and Molly Baldrige.

Department Personnel: Chief Cody Trevithick, Training Captain Russ Benzel, Pension Board Chair Paul Bashor, Training Lieutenant Kamron Barnaby, E/A to the Board Jennifer Cook

Meeting Attendees: Firefighter Tolman

- I. PENSION BOARD AS NEEDED – Called to order at 7:01 PM.
 - a. Census information on pension beneficiaries comes out the first week of January. The data will be assimilated into an actuarial study that evaluates possible payout options and the corresponding impact on the pension fund. The actuary report will come out in March or April.
 - b. Pension Board Chair Bashor spoke with the FPPA and reported that pension payouts very significantly, even within Departments of similar size. Hygiene is on the lower end and is considering increasing the monthly benefit payout but cannot do so before getting the results of the actuarial study and determining what effect there might be on the state match.
- II. CALL REGULAR MEETING TO ORDER – Regular meeting called to order at 7:07 PM
- III. AUDIENCE COMMENTS FOR ITEMS NOT ON THE AGENDA – None
- IV. APPROVE MINUTES
 - a. Regular Meeting November 14 – A MOTION to approve the minutes was made by Director Cole. Director Brinkman seconded and the motion was approved by unanimous vote.
- V. REPORTS
 - a. Treasurer's report
 1. November Financials – Expenses for the month of November were abnormally high due several large purchases and payments, including: bunker gear, water and ice rescue equipment, IT & communications hardware, wildland reimbursements and training. The annual pension payment was also made in November. All of the expenditures were planned for and are generally non-recurring on a monthly basis. The overall expenses for the year are still far below budget while income is already over 100% of the projected total.

2. 2019 Budget – The state-formatted budget, internal budget and pension budget were reviewed.
 - The 2018 final assessed valuation for the HFPD dropped slightly from the value in August but abatements and refunds will result in slightly higher property tax revenue than originally budget. The additional income will be added to the contingency fund.
 - A MOTION to approve the 2019 budget was made by Director Brinkman.
3. Certify Mill Levy for 2019 – Director Baldrige reviewed the two documents that must be signed and submitted to the state along with the budget.
 - A MOTION to adopt Resolution 2018-02 (Resolution to Adopt Budget and Appropriate Funds) was made by Director Brinkman. Director Baldrige seconded and the motion was approved by unanimous vote.
 - A MOTION to adopt Resolution 2018-03 (Resolution to Set Mill Levy) was made by Director Brinkman. Director Baldrige seconded and the motion was approved by unanimous vote.

b. Secretary's report

i. Upcoming deadlines

1. The 2019 budget must be adopted at the December Board meeting and submitted to the state by the end of January.
2. At the January meeting, the Board must approve the transparency notice and a current District boundaries map. Director Koslov will file these with DOLA by the end of January.
3. At the January meeting, the Board must decide on and approve the locations where all notices for the HFPD will be posted in 2019. Director Koslov will file the appropriate forms with the results.

- ii. Archive & Retention Project – Director Koslov requested that Jen set up a folder on Box.com dedicated to resolutions adopted by the Board.

c. Chief's Report – Instead of the performance report, Director Snyder asked that Chief Trevithick take the Board through all of the previous month's calls as a means to get a better overall sense of Department activity.

- i. There were approximately 25 calls in November. Chief Trevithick reviewed each one, highlighting the important details and discussing many of the narratives.
- ii. 2831 Vehicle Title – We now have the title and plates for 2831 and plates for 2832. We still need to the title for 2841 and Chief Trevithick will work on that in the new year.
- iii. IT Program – Cables have been run between the bunkhouse and the Station and will be hooked up this week. Once this is complete, we will have a single unified Comcast bill for Internet, phone and cable to both properties. The setup is based out of the

house and wired to the Station so that if/when we do building renovations, the Department members will still be able to operate out of the bunkhouse.

iv. Other Issues & Opportunities

1. Training Lieutenant Barnaby has been working with Cemex to lease 26-acres of their property to establish an independent training facility that would not be impeded by Cemex's legal or insurance restrictions. Leasing the property would eliminate liability concerns and allow the Department to have extra storage and office space and plan future trainings on a larger scale. There's no water access on the property so we could install a cistern and allow other Departments working wildland fires to access it. The space is large enough to install fuel tanks and have fuel delivered instead of having to take the apparatus to remotely located gas stations. Cemex would benefit by improving their public relations image and may be able to get a tax deduction by leasing at a discount to a nonprofit. Cemex is considering the possibility but no decision has been made.
2. The truck committee has been working with MaxFire to design and price out a replacement for 2802, which was sold in 2016. The committee submitted a recommendation for a Rosenbauer Timberwolf, which is a Type 3 wildland vehicle that can be rigged to closely simulate a Type 1 pumper truck. The total cost is \$400k+ and will take nearly a year to construct to the Department's required specifications. No Board action is needed at this time; the research was presented as advanced notice and justification for substantial funds out of the 2020 budget. Chief Trevithick noted that the Department could recoup the cost of the truck through Federal compensation by sending FFs and apparatus on wildland deployments.
 - The Board asked the committee to provide a written explanation of what kind of research was done before recommending this particular truck, including a unified list enumerating the reasons why this one is better suited to meet the needs of the Department over other available alternatives. They would also like an estimate on how many wildland deployments it would take to cover the cost.

VI. OLD BUSINESS

- a. 501(c)(3) (Molly/Steve) – We are still looking for a citizen to serve on the non-profit Board. A citizen member is written into the bylaws so all Board members must be in place before we can file for 501(c)(3) status.
 - i. Directors Baldrige asked that her name be removed from this project. She will support the efforts but isn't in a position to head it at this time.
- b. Training & Personnel Manager Job Description – The Board would like all of the job descriptions modified to mirror the format of the Chief's job description, particularly the section stating who each respective person reports to. Chief Trevithick will make these changes and send to the Board for final review.

- i. A MOTION to approve the Training & Personnel manager position and start paying Training Captain Benzel on the 1st was made by Director Baldrige. Seconded by Director Brinkman and approved by unanimous vote.

1. Chief Trevithick will coordinate with Training Captain Benzel to get his employment paperwork sent to Director Baldrige and Vicki Tiedeman.

c. District Manager Job Description – See VIb

d. Fire Chief Job Description – See VIb

VII. NEW BUSINESS

a. Study Session in January? – The Board will meet January 5th to discuss:

- i. Building/facilities and lease negotiations with Cemex
- ii. Vehicle replacement schedule
- iii. Board goals
- iv. The list of January deadlines that Director Koslov received from our attorney

VIII. ADJOURNMENT – A MOTION to adjourn the meeting was made by Director Baldrige at 9:20 PM. Director Brinkman seconded and motion was approved by unanimous vote.

Motion/Resolution Summary:

- MOTION to accept the minutes from the November Board meeting
- MOTION approve the 2019 budget
- MOTION to adopt Resolution 2018-02 (Resolution to Adopt Budget and Appropriate Funds)
- MOTION to adopt Resolution 2018-03 (Resolution to Set Mill Levy)
- MOTION to approve the Training & Personnel manager position and start paying Training Captain Benzel on the 1st
- MOTION to adjourn the meeting

ACTION ITEMS:

Chief Trevithick

- Send the Timberwolf truck specs to the Board
- Work on getting the title to 2841
- Have the truck committee to provide a written explanation of what kind of research was done, enumerate the reasons why this one is better suited to meet the needs of the Department over other available alternatives, and provide an estimate on how many wildland deployments it would take to cover the cost.

- Modify the job descriptions to mirror the format of the Chief’s job description and make clear to whom each person reports
- Coordinate with Training Captain Benzel to get his employment paperwork sent to Director Baldrige and Vicki Tiedeman

All Board Members

- Review re-formatted job descriptions and send Chief Trevithick final corrections or amendments

Director Snyder

- Remove Director Baldrige’s name from the 501(c)3 committee

Director Baldrige

- Submit budget and resolutions to the state by the end of January

Director Koslov

- File transparency notice and map of District boundaries

Director Brinkman

- Find a citizen Board member to serve on the nonprofit Board by the December meeting

Director Cole - NONE

Executive Assistant to the Board

- Send the November minutes to Chief Trevithick to post on the Hygiene FD website
- Set up a folder on Box.com dedicated to resolutions adopted by the Board