

**Hygiene Fire Protection District**  
**P.O. Box 83, Hygiene, CO 80533**  
**Board of Directors Regular Meeting Agenda**  
**Wednesday, October 10, 2018**  
**7:00 p.m.**

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

**Directors Absent:** Molly Baldrige (Excused)

**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:** None

- I. PENSION BOARD AS NEEDED – Called to order at 7:02 PM. Nothing to report
- II. CALL REGULAR MEETING TO ORDER – Regular meeting called to order at 7:04 PM
- III. AUDIENCE COMMENTS – None
- IV. APPROVE MINUTES
  - a. Regular Meeting September 12<sup>th</sup> – A MOTION to accept the minutes from the September Board meeting was made by Director Koslov. Director Brinkman seconded and the motion was approved by unanimous vote.
  - b. October 6<sup>th</sup> Study Session Notes – A MOTION to accept the notes from the October 6<sup>th</sup> study session was made by Director Brinkman. Director Cole seconded and the motion was approved by unanimous vote.
- V. REPORTS
  - a. Treasurer’s report
    - i. Introduction of 2019 Budget – Director Baldrige was not in attendance so Chief Trevithick walked the Board through the budget and commented on a few line items that were still being evaluated.
      1. Director Brinkman proposed adding an equipment replacement fund to the budget in the amount of \$120k. He calculate that setting aside this amount on an annual basis would cover equipment replacement costs (relative to their expected life spans) and put the Department on track to reach apparatus acquisition goals.
        - The Board agreed that developing an annual \$120k equipment replacement fund was a good goal to work toward, as it could simultaneously serve as an expanded contingency fund. Chief Trevithick will work with Director Baldrige to break out a line item for vehicle maintenance and see about incorporating Director Brinkman’s equipment replacement fund.

2. There is a surplus in the 2018 budget. Chief Trevithick will work with Director Baldrige to evaluate which items currently included in the 2019 budget can/should be extracted and purchased with the 2018 surplus.
  3. The budget will be presented for community comment at the public budget meeting in November, officially adopted at the December meeting and submitted to the county by the end of the year.
  4. Director Koslov will post notices of the public hearing in November and file with the state.
- ii. FT Creep – Director Baldrige sent an email about some of the Shift Staffing program participants routinely going over the part-time hourly limit, which can affect pension benefit requirements. Specific names and over-limit hours were not given, so neither Chief Trevithick nor Training Captain Benzel were able to investigate but both noted that they hadn't found any apparent problems when they reviewed their records. The Board requested that Director Baldrige provide more detail and it will be revisited at the November meeting.
    - Director Snyder proposed taking a big-picture look at the Shift-Staffing program in April, once it has been in effect for one full year.
- b. Secretary's report
- i. Upcoming deadlines – The Christmas party will take place on December 7<sup>th</sup>.
    1. Director Koslov reported that representatives from the County Assessor's office came to the Board study session to talk about the Gallagher amendment and the corresponding impact on property tax revenues for the District. No action needs to be taken on it in 2019.
  - ii. Archive & Retention Project – Jen reported that the project is moving forward. Director Koslov requested that everyone send Jen any documents that need to be archived and she will load them onto Box.com.
    1. Chief Trevithick will delegate members of the Shift Staffing program to go through the boxes at the station and scan relevant documents onto a flash drive for Jen to upload.
- c. Chief's Report
- i. Monthly Statistics
    1. There were 19 total calls in September and 17 were for medical services.
    2. First-on-scene response times averaged 9:43, with a high of 24 minutes and a low of 4:43. Chief Trevithick noted that the times were accurate but don't necessarily give a complete picture since the times don't show contributing factors, such as whether or not the call was a mutual aid request.
    3. FF Tolman made some changes to shorten and streamline the performance report, and requests that the Board send him feedback on the new format.
  - ii. Wildland Deployment Policy – It is complete, with the exception of the study session items, which Chief Trevithick will add and send to the Board. Once the Board approves, he will present the policy to the FFs.
  - iii. 2831 Vehicle Title – The title has been secured and Chief Trevithick will pick it up

- iv. IT Program – Chief Trevithick has been communicating quite a bit with Brian Sanders and Auxiliary Volunteer Bob Barnaby on the IT program. Brian Sanders got the passwords and is starting to move everything over to the new system. Bob is working to incorporate bunkhouse expenses and systems into those of the station. Brian and Bob work well together and everything should start coming together very quickly.
- v. Other Issues & Opportunities – Some of the members of the Department are going to Hygiene Elementary to teach the kids about fire prevention.

## VI. OLD BUSINESS

- a. Job Descriptions: Fire Chief, Training Administrator, and Administrator – Chief Trevithick has not yet had a chance to incorporate the changes that were made at the study session. Once this is done, he will send to revised version to the Board members and it will be discussed at the next study session.
  - i. Director Snyder suggested that the job titles for Administrators should be changed so that the two positions are more easily distinguishable from the other.
- b. 501(c)(3) (Molly/Steve) – Director Brinkman reported that our attorney would serve as Registered Agent. It would require ~5 hours per year of his time and we would be billed at his regular rate. The Registered Agent does not have to be an attorney and Director Koslov suggested that an employee or Department member could absorb the responsibility. The Board will discuss it at the next study session.

## VII. NEW BUSINESS

- a. Study Session Agenda, November 3 or 10 or not – November 10<sup>th</sup> is FF training so the meeting will take place on November 3<sup>rd</sup>.
  - i. Budget
  - ii. Review 3 job descriptions

## VIII. ADJOURNMENT – A MOTION to adjourn the meeting was made by Director Brinkman at 8:20 PM.

### Motion/Resolution Summary:

- MOTION to accept the minutes from the September Board meeting
- MOTION to accept the notes from the October 6<sup>th</sup> study session
- MOTION to adjourn the meeting

## **ACTION ITEMS:**

### **Chief Trevithick**

- Work with Director Baldrige to break out a line item for vehicle maintenance and see about incorporating Director Brinkman's equipment replacement fund
- Work with Director Baldrige to evaluate which items currently included in the 2019 budget can/should be extracted and purchased with the 2018 surplus
- Pick up the title for 2831
- Have members of the Shift Staffing program start to go through the boxes at the station and scan relevant documents onto a flash drive to give to Jen to put on box.com.
- Add the changes to the wildland policy made at the study session and send to the Board for review
- Add the changes to the job descriptions made at the study session and send to the Board for review

### **All Board Members**

- Send FF Tolman feedback on the new format of the performance report
- Figure out who should serve as Registered Agent for the 501(c)(3)

### **Director Snyder - NONE**

### **Director Baldrige**

- Send the Cody, Russ and the Board the names and dates of the members who have gone over their part-time hourly limits.

### **Director Koslov**

- Post notices of the public hearing in December and file with the state

### **Director Brinkman - NONE**

### **Director Cole - NONE**

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

- Send the September minutes to Chief Trevithick to post on the Hygiene FD website