

Hygiene Fire Protection District
P.O. Box 83, Hygiene, CO 80533
Board of Directors Regular Meeting Agenda
Wednesday, July 11, 2018
7:00 p.m.

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

Department Personnel: Training Captain Russ Benzel, Training Lieutenant Kameron Barnaby, Fire Marshal Homyak and E/A to the Board Jennifer Cook

Note: Chief Trevithick was not in attendance so Training Lieutenant Barnaby reported on his behalf

Meeting Attendees: Firefighters Turner, Nabarrate, Caballero and Eisman

- I. PENSION BOARD AS NEEDED – None
- II. CALL REGULAR MEETING TO ORDER – Regular meeting called to order at 7:02 PM
- III. AUDIENCE COMMENTS – None
- IV. APPROVE THE JUNE MEETING MINUTES
 - a. Director Koslov requested that item iv, sub-item 2 of the Secretary’s report, be corrected to show that FF Cunningham – not Auxiliary Volunteer Barnaby – will be the one to reinitiate Maggie Personeus’ Hygiene email account.
 - b. MOTION to accept the June minutes with Director Koslov’s corrections was made by Director Brinkman, Director Baldrige seconded. Approved by unanimous vote.
- V. REPORTS
 - a. Treasurer’s report
 - i. June Financials – Review and discussion of the documents provided by Director Baldrige ahead of time. There is nothing unusual or of concern.
 1. To ensure that all the transactions for June have been captured, both June and Q2 financials will be presented for approval at the August meeting.
 2. Previously, all of Jen’s hours had been booked under administrative payroll. Director Baldrige broke out her hours spent on election work and moved them to the line item election expenses. Even with the addition of the corrected payroll expense, the amount budgeted for the election was almost exactly in line with the amount spent.
 3. Community Outreach expenditures include fire grab-bag kits, coloring books and stickers for kids and newsletter mailings. The Board would like to put additional resources into building community relations and will take that into consideration when planning the 2019 budget.
 - ii. Custodian of Public Funds

1. The FDIC only insures funds up to \$250k but, if the District's funds are held within banks that are certified as public depositories, the Public Deposit Protection Act (PDPA) protects District funds for the full amount. The three banks that we currently use (Guaranty Bank, Bank of the West, and Wells Fargo) are certified public depositories.
 2. The HFPD has to be registered with the State Division of Banking to have District funds protected by the PDPA. Part of the registrations process is to set up an Official Custodian. When the District originally set up the Custodian, the Treasurer and the Secretary were designated – by office, not by name – as joint Custodian. The Custodian signs to open and close bank accounts so having two signers serves as a good check and balance to protect the District's funds. No motion was made since the Board agreed to continue with existing procedure, but the policy will be added to the SOP to inform future Board members.
- iii. 501(c)(3) – Director Baldrige would like to apply for non-profit status in order to facilitate and encourage donations to the District. In order to establish ourselves as a 501(c)(3) the District must incorporate a separate organization as a nonprofit. The organization would require its own name, Articles of Incorporation and Bylaws, and file as a nonprofit with the Secretary of State. Once the nonprofit is officially established, we apply to the IRS for 501(c)(3) status. The District Board will need to figure out how to organize the financials for the 501(c)(3), relative to the existing District financials.
1. The initial Board members of the nonprofit will need to create Bylaws that stipulate the types of members who should serve on the Board of the nonprofit in the long term. Director Koslov proposed that the entire setup process should be a collaboration between those who may ultimately serve as the first members of the nonprofit Board, including some from the District Board, the Department and possibly a District citizen.
 2. Training Captain Benzel will take the idea to the next Association meeting. Some effort (annual tax filing) will be required to maintain a 501(c)(3) and he would like to get input from the other Association members on whether they feel the effort will prove valuable enough to the District.
 3. A MOTION was made by Director Snyder that two members of the Board, two members of the Association and a District citizen (to be chosen by the other four) collaborate to pick a name for the non-profit and flesh out the template for the nonprofit Bylaws, as a means to establish some of the underlying framework. Simultaneously, the Board should take responsibility for evaluating the costs needed to fund the collaboration and also for making sure that the 501(c)(3) is ultimately self-funding so that there is no cost to the District. Director Baldrige seconded and motion passed by unanimous vote.

b. Secretary's report

- i. Election Certification – DONE

- ii. Upcoming deadlines – No upcoming legal deadlines. We are planning for the Christmas Party on December 7th and the Steak Dinner on September 22nd.
- iii. Archive & Retention Project, Backup system
 - 1. Jen is now set up as the administrator for Box.com archives and she has transferred all of the files and folders that were formerly in Maggie's name over to her. Dave Beeman's account has been deactivated so that he can no longer access the archives and Don Cole has been added in his place.
 - 2. Auxiliary Volunteer Bob Barnaby was not in attendance but Training Lieutenant Barnaby reported that Bob is in the process of auditing the system. He has sourced new hardware, which will come to the Department at no cost, for a savings of \$4,000-5,000, and he plans to have security software deployed in the next couple of weeks. He is coordinating with Chief Trevithick to get funding for the new PCs and other purchases and he is getting items donated whenever possible. Bob is consolidating services wherever possible to streamline operations and save the District money.
 - 3. The Board made a list of the information that they would like to get from Auxiliary Volunteer Barnaby. The list includes: an audit report of what he has reviewed thus far; advice on anticipated IT costs that will need to be considered when Director Baldrige starts working on the 2019 budget; a list of donors, what they have donated, and their corresponding values; and an overview of his plan (in layman's terms) and how it ultimately translates into better security for the District. Director Koslov will email Auxiliary Volunteer Barnaby and request this information.

c. Chief's Report

i. FD Performance Report

- 1. In June ~70% of calls were for EMS services. YTD there have been 125 calls; 75% were for rescue and emergency medical services, 12% were good intent calls. Only 3 calls have been for fire services.
- 2. With two exceptions, response times for HFPD being the first unit on the scene for emergency calls ranged between 6 and 11 minutes in June. The two outlying response times were under 12 minutes and just over 14 minutes.
- 3. AMR response times averaged between 17 and 26 minutes.
- 4. The number of responders per call was very good, with 5-6 people on nearly every call.
- 5. In June, the day of the week with the most incidents was Thursday. The time of day with the most incidents was between the hours of 6-7pm.
- 6. YTD, the highest numbers of incidents occur on Tuesdays and Saturdays. The time of day with the most incidents is 9-11am and 3-4pm.

ii. Wildland Deployment

- 1. Progress has been made on the Wildland SOP, including logistical operations and resource designation. A State representative is coming next week to help work through personnel folders to ensure that all files are up to date and completed according to state regulations for wildland deployments. Training

Lieutenant Barnaby got a lift kit donated it will be installed on 2831 next week. Once this is done, the representative will do an engine inspection to confirm that it can be added to the engine rotation list.

- iii. 2831 Vehicle Title – Training Lieutenant Barnaby recommended that the Board check with Chief Trevithick but he believes that they have the vehicle title for 2831.
- iv. Bunk House Needs
 1. The bunkhouse has been furnished with most of the items listed at the last meeting. Outstanding needs are a TV, some general housewares, and light fixtures. The largest remaining cost is a riding mower (as the rental rate is incumbent upon the Department providing yard maintenance).
 - The Department is trying to expand and improve its training facility on Cemex's property. In addition to the bunkhouse, a riding mower would be very useful in maintaining the land for the training facility.
 2. Training Lieutenant Barnaby and Chief Trevithick are trying to set up a meeting with the Roberta Sadar (the owner) to work out who is responsible for upgrading or replacing various items on the property. Particular focus will be on the oven, dishwasher and AC units since they're not in very good working order. Director Baldrige noted that the Mrs. Sadar has already agreed to replace those types of appliances if they stopped working but there is no arrangement on items that are still functioning, albeit inadequately. They are also going to talk to her about upgrading the electrical system since both AC units in the house cannot run at the same time without tripping the breaker.
 3. Director Baldrige emphasized the need to be very clear on who is financially responsible for what is being done to improve the bunkhouse. Since the landlord is Chief Trevithick's grandmother, we need to be sure that we are not taking on any more responsibility for the house than a standard renter would do. We need to be transparent in all communications in order to avoid the perception that the District might be paying to improve her property and, by extension, Chief Trevithick's property.
 4. The final budget needed to furnish the bunkhouse will depend on what Mrs. Sadar agrees to replace or upgrade but it will likely be \$3,000-\$4,000. A MOTION was made by Director Snyder to approve an additional \$1,000 for a TV, \$250 for housewares, \$250 for light fixtures, and \$2,000 for a riding lawn mower. This brings the allotted budget to upgrade the bunkhouse to \$3,500. Director Brinkman seconded, motion was approved by unanimous vote.
- v. Current & anticipated IT Expenses – This was covered during item iii of the Secretary's report. No further discussion needed.
- vi. Issues & Opportunities – None
- vii. Association Bylaws/SOPs Status – A motion was made and passed at the last Association meeting and the bylaws are now in effect.
- viii. Job Descriptions: Chief & Administrator – No report

- ix. Board Academy – Training Lieutenant Barnaby offered the Board to come to the all-day training class on July 14th. Director Koslov will come to the training when her schedule allows. Director Baldrige is not able to attend on that day.
- x. Alerting System – Chief Trevithick had been looking at different systems but hasn't found one that he likes that falls within our budget. He will continue to do research.

VI. OLD BUSINESS

- a. County Ambulance Contract (Scott) – The County is still in negotiations and it will likely be another couple of weeks before we know anything for sure.
- b. FF serving on BOD, SOP (Molly) – Director Baldrige handed out copies of the SOP that the Board developed at the study session on July 7th and the Board read through the SOP a final time. A MOTION was made by Director Koslov to adopt SOP #001 and seconded by Director Baldrige. Director Cole recused himself from this vote due to a conflict of interest. The other four members unanimously approved the motion.
- c. Mission – Director Baldrige handed out copies of the mission and vision statements that the Board developed at the study session on July 7th. Director Baldrige pointed out some changes that she made to eliminate redundancies already covered in the vision statement. The Board read through the mission statement a final time. A MOTION was made by Director Brinkman to approve the mission statement and Director Koslov seconded. The motion was approved by unanimous vote.
- d. Vision – The Board read through the vision statement a final time. A MOTION was made by Director Brinkman to approve the vision statement and Director Baldrige seconded. The motion was approved by unanimous vote.
- e. Board Bylaws (Molly) – Director Baldrige handed out copies of the BOD bylaws with the changes that the Board agreed to at the study session on July 7th. The Board read through the updated Bylaws and agreed to – or disagreed with and modified – each individual change.
 - i. The Board noted that the section about indemnification needs to be fleshed out and Director Baldrige will review the section on indemnification in the SDA manual for further information. If further clarification is needed, she will consult the attorney.
 - ii. Director Baldrige couldn't find any legal directives quorums and whether a Board member is allowed to abstain from a vote. She will ask the attorney for advice.
 - iii. There is some overlap between the sections on vacancies and absences. Director Baldrige will reconcile the two and eliminate the redundancies in a way that still adheres to the statutes.
 - iv. Director Brinkman will look into the difference between a motion and a resolution and make a report at the August meeting.
- f. Paid Staff Pension (Scott) – Director Snyder was unable to find a FPPA specialist to help us figure out what is required under the circumstances of the shift-staffing program. He confirmed that we are required to enroll in the FPPA pension plan all FFs working more than 1600 hours/year, if the Board certifies them as fall under the FPPA definition of

“member.” If they are “members,” the District would be required to make contributions retroactively since the start of the shift program in April 2018. Hygiene’s shift program pays once a month after all shifts have been worked and leaves the sign up entirely to the FF, so there is no way to predict hours or schedule regular payments. Director Baldrige will look into the nuances of the FPPA contribution requirements and determine what is legally required.

- g. Roof (Scott) – We received four bids and FF Turner put together a summary for the Board. No license verification was requested but, since the contractor must get a permit from Boulder County, they must have the appropriate licenses. There were two bid items, a base bid and a contingency bid for replacing 10% (appx. 460 ft²) of deteriorated metal decking. Bids ranged from \$35k to almost \$67k, including contingency bids. The two bidders closest to the amount budgeted for roof repairs were both very close in their bid prices. No references were requested but both companies have good ratings according to the Better Business Bureau. FF Turner did not endorse any one company over another but reported that the representative from Colorado Western presented as the most professional and enthusiastic.
 - i. A MOTION was made by Director Brinkman to accept the bid by Colorado Western. They have an A+ rating from the BBB and 93% of the reviews are positive. The two negative reviews were complaints about superficial damage to owners’ landscaping and unrelated to their skills as roofers. It was noted that Colorado Western followed up on the complaints and fixed the damaged property at no charge. The motion was seconded by Director Koslov and passed by unanimous vote.
 - ii. Director Brinkman will get a contract from Colorado Western and look through it with FF Turner’s assistance. Weather permitting, FF Turner estimates that they could start the project within two weeks after they secure the permits.
- h. Steak Dinner, Sept 22nd – Training Lieutenant Barnaby will post a sign-up sheet to get a count of attendees. He will also check with Mountain Fountain to see what their butchering capabilities and estimated costs might be if we were to get the steaks from them.
- i. Christmas Party, December 7th – Pension Board Chair Bashor called the Shupes to make the reservation and was informed that the District has a standing reservation for the first Friday in December for this year and every year in the future until we tell them otherwise.

VII. NEW BUSINESS

- a. Operations Assessment – Training Lieutenant Barnaby and Training Captain Benzel will be helping Chief Trevithick to start assessments in August. Each month they will review a component of the Department and assess various aspects of the operation to determine its strengths and weaknesses.
- b. Gallagher Amendment – Director Koslov will find out the deadline to get on the November ballot. If we can still get on the ballot then we will add an agenda item for the August meeting to discuss it and Director Baldrige will advise on whether it would be useful to the District to have that type of resolution.
- c. Director Cole learned that Lyons doesn’t think that we have a mutual aid agreement with them but neither district knows for sure. State law mandates mutual aid so mutual aid agreements are somewhat redundant; they just contain more detail and specifications.

Chief Trevithick has hard copies of all the agreements and, if they aren't already on Box.com, they will be added.

VIII. ADJOURNMENT – A MOTION to adjourn the meeting was made by Director Brinkman at 9:47 PM. Director Baldrige seconded and the motion was approved by unanimous vote.

Motion/Resolution Summary:

- MOTION to accept the June minutes with the specified corrections
- MOTION that two members of the Board, two members of the Association and a District citizen (to be chosen by the other four) collaborate to pick a name and flesh out the template for the nonprofit bylaws
- MOTION to approve an additional \$1,000 for a TV, \$250 for housewares, \$250 for light fixtures, and \$2,000 for a riding lawn mower for the bunkhouse
- MOTION to adopt SOP #001
- MOTION to approve the mission statement
- MOTION to approve the vision statement
- MOTION to accept the bid by Colorado Western to repair the roof
- MOTION to adjourn the meeting

ACTION ITEMS:

Chief Trevithick - none

Training Lieutenant Barnaby

- Post a sign-up sheet to get a count of attendees to the steak dinner
- Check with Mountain Fountain to see what their butchering capabilities and estimated costs might be if we were to get the steaks from them for the steak dinner

All Board Members

- Add a section to the SOP providing information on the Official Custodian and the PDPA
- Evaluate the costs needed to fund the initial nonprofit collaboration and take steps to ensure that the 501(c)(3) is ultimately self-funding

Director Koslov

- Email Auxiliary Volunteer Barnaby with the list of requests from the Board
- Find out the deadline to get on the November ballot

Director Baldrige

- Review the section on indemnification in the SDA manual for the bylaws and consult attorney if further clarification is needed

- Ask the attorney about quorums and whether a Board member is allowed to abstain from a vote
- Reconcile the sections in the bylaws on vacancies and absences, and eliminate the redundancies in a way that still adheres to the statutes
- Look into the nuances of the FPPA contribution requirements and try to determine what is legally required based on the unique requirements of the shift-staffing program
- If we can still get on the ballot in November, advise at the August meeting whether it would be useful to the District to have a Gallagher resolution

Director Brinkman

- Look into the difference between a motion and a resolution and report to the Board at the August meeting
- Get a contract from Colorado Western and look through it with FF Turner's assistance

Training Captain Benzel

- Talk to the Association about the possibility of the District establishing itself as a 501(c)(3) organization

Executive Assistant to the Board

- Send the corrected June minutes sent to FF Cunningham to post on the Hygiene FD website
- Scan hard copies of all mutual aid agreements to box.com if they aren't already on there