

Hygiene Fire Protection District
BOARD OF DIRECTORS REGULAR MEETING
Fire Station, 7523 Hygiene Road
Wednesday, April 13, 2022 at 7:00 p.m.

This meeting was conducted both in person and virtually, via Zoom teleconferencing software. Brian Sanders was the meeting Host.

Directors in Attendance: Scott Snyder, Brian Sanders, Andie Adams, Devon Martin, and Steve Brinkman

Directors Not in Attendance:

Department Personnel: Chief Cody Trevithick, Wildland Coordinator Tyler Wurzer, Training Captain Ryan Caviness, Fire Marshal Homyak, Shift Lieutenant Kalyan, and E/A to the Board Jennifer Cook

Meeting Attendees: Firefighter McAllister, and Kurt Schlegel, founder of Special District Solutions

I. PENSION BOARD AS NEEDED - NONE

II. CALL REGULAR MEETING TO ORDER – Regular meeting called to order at 7:11PM

III. AUDIENCE COMMENTS FOR ITEMS NOT ON THE AGENDA - NONE

IV. APPROVE MINUTES

- a. Special Meeting January 20, 2022 – A MOTION to approve January 20th Special Meeting minutes was made by Director Brinkman. Director Sanders seconded, and the motion was approved by unanimous vote.
- b. Special Meeting January 24, 2022 – A MOTION to approve January 24th Special Meeting minutes was made by Director Brinkman. Director Sanders seconded, and the motion was approved by unanimous vote.
- c. Regular Meeting March 2, 2022 – A MOTION to approve the March Regular Meeting minutes was made by Director Brinkman. Director Sanders seconded and the motion was approved by unanimous vote.

V. REPORTS

a. Treasurer's Report

- i. Budget to Actual was reviewed. Nothing unusual or of concern.
- ii. Wildland Deployment spreadsheet was reviewed. Wildland Coordinator Wurzer reported on equipment and apparatus that was lost or damaged on recent fires.
- iii. We received a quote from SIPA (State of Colorado) for phone service options
- iv. Starting to collect information in support of the audit, with a goal to submit by July 1st.
- v. The old Type 6 was listed for sale. There was immediate, overwhelming interest so the posting was temporarily suspended to reassess the value.

b. Secretary's report

- i. Post Office Deed – No update.
- ii. Steak Dinner/Family Picnic – Scheduled for June 18th, location TBD

c. Friends of Hygiene

- i. \$350 grant was deposited into the Friends of Hygiene account.

d. Hygiene/Lyons Report – No update. HFPD will support Lyons' bid for a mill levy increase.

e. Chief's Report

- i. Call Activity of Note – There were 22 calls in March, including seven wildfires, 2 car fires, and a mutual aid call for a structure fire in Allenspark. Lingering difficulties with the CAD system are still limiting communications.
- ii. Shift Coverage – Good coverage overall, especially with so many people in Academy. Average of 3-4 people on shift. Still struggling to fill Shift Lieutenant spots, but more people are coming up through the ranks.

iii. Grant Update – No update, but Hygiene scored high, so funds for the HFPD will be prioritized over other participating Districts if the grant is approved.

1. Wildland Coordinator Wurzer secured a grant for \$350.

iv. Other Issues & Opportunities

1. Chief Trevithick got 25 free SIM cards from T-Mobile. Each card provides 10 years of free phone service. An SOP will be written to outline card qualifications.

2. We are working on getting credit cards for deployments.

3. Boulder County Fire Academy is graduating on Monday, and a lot of Hygiene members are in the graduating class. Chief Trevithick will send out details.

VI. OLD BUSINESS

a. Discuss Bringing on a Special District Management Service – Kurt Schlegel introduced himself, his company, and what they offer. Director Snyder invited him to present how his firm can help with elections, required filings, and meet legal obligations.

i. Lyons Gaddis provides some information on due dates and filings. Director Snyder will contact them to see where a firm like Special District Management Service could add value.

VII. NEW BUSINESS

a. Fill Vacant Board Positions, swear in Director Martin and maybe one other

i. Director Adams took the Oath of Office.

b. Request for Exclusion

- i. A MOTION to require a \$1,500 deposit before our attorney will process exclusions was made by Director Brinkman. Director Sanders seconded and the motion was approved by unanimous vote. Any unused funds will be returned.

- c. There was discussion of looking into grants to fund a sewer system for the town of Hygiene. Property space is constrained to allow for septic systems, and we wouldn't need to rent living quarters for Firefighters if the Station could be expanded. Chief Trevithick will contact Boulder County to ask about grant funding for sewer systems.

VIII. AGENDA NEXT MONTH

- a. Work Session – Discuss options to secure more permanent housing solutions for Firefighters.

- b. Regular Meeting – No discussion

IX. ADJOURNMENT – A MOTION to adjourn the meeting was made by Director Brinkman. Director Martin seconded and the meeting concluded at 8:43 PM.

Future Work Items

1. Special District Management Service: April 13
2. BOD101 & Review Pay/FLSA Program with Attorney: May 11
3. Elect Officers in May: May 11
4. Meet with Mountain View FPD
5. Continue to Meet with Lyons FPD
6. Plan for Land Acquisitions

Motion/Resolution Summary:

- MOTION to approve January 20th Special Meeting minutes
- MOTION to approve January 24th Special Meeting minutes

- MOTION to approve the March Regular Meeting minutes
- MOTION to require a \$1,500 deposit before our attorney will process exclusions
- MOTION to adjourn the meeting

ACTION ITEMS:

Chief Trevithick

- Send out details of the BoCo Fire Academy graduation
- Contact Boulder County to ask about grant funding for sewer systems

Assistant Chief Benzel – NONE

Pension Board Chair Bashor - NONE

Department Officers – NONE

Director Snyder

- Contact Lyons Gaddis to see how a firm like Special District Management Service could add value

Director Brinkman – NONE

Director Martin – NONE

Director Sanders – NONE

Executive Assistant to the Board

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