

Hygiene Fire Protection District
PO Box 83, Hygiene, CO 80533
Board of Directors Regular Meeting Agenda
Wednesday, April 13, 2016
7:00 pm

Board Members in Attendance: Director Scott Snyder, Director Molly Baldrige, Director Judy Koslov, Director Dave Beeman, Director Steve Brinkman (via Skype)

Department Personnel: Chief Chad Bollacker, Assistant Chief Cody Trevithick, Maggie Personeus, Miguel Ramirez

Meeting Attendees: Christian Toohey, Shirley Hoffman

- I. CALL MEETING TO ORDER – Meeting called to order at 7:02pm.
- II. DISCUSS MILL LEVY ELECTION WITH CHRISTIAN TOOHEY FROM HYGIENE COMMUNITY ASSOCIATION (HCA)
 - a. It is policy for HCA to not involve themselves in political activities.
 - b. Asked if HFPD is interested in participating in an educational meeting hosted by HCA.
 - c. Discussion of meeting date, location, and how to notify the community. HCA will host the meeting and invite the HFPD Board to attend and discuss the Mill Levy increase election.
 - i. Will be held April 21st at 7:00pm.
 - ii. Publish a notice about the meeting in the Longmont Times Call.
 - iii. HCA will supply the projector.
 - iv. HFPD will bring the electronic files, printed materials, and help post notices. HCA will post notice at the Church.
 - d. Mr. Toohey summarized the pro/con statements that he has heard from some community members.
 - i. The cost of increasing taxes is a concern.
- III. PENSION BOARD - None
- IV. APPROVE THE MARCH MEETING MINUTES – Director Baldrige moved to approve the minutes, Director Koslov seconded, and it passed unanimously at 7:04pm.
- V. REPORTS
 - a. Treasurer’s report – Nothing unusual or unexplainable.
 - i. Director Beeman asked about the larger Office Supplies cost because of the new email/website costs.
 - ii. Chief Bollacker explained the change. Wix is the new website host. Microsoft Exchange is for new email service. Chief Bollacker and Ryan Cunningham are in charge of the website maintenance.
 - iii. Later this summer Director Beeman would like to explore some other options.
 - iv. Director Koslov asked why Building Including Repair and Maintenance, Community Outreach, and Supplies are all well below the budget.

- v. Director Koslov moved to approve the financials, Director Beeman seconded, and it passed unanimously at 7:13.
- b. Secretary's report –
 - i. Director Koslov discussed the calendar that she is compiling of dates and deadlines.
 - ii. Director Koslov agreed to serve on the Canvass Board.
 - iii. Maggie updated the board on the current election related activities and upcoming deadlines.
- c. Chiefs Report – There are some fees that should be coming to individual fire districts that has been kept by Boulder County for a while now. Discussion of how or if we should pursue reimbursement of these fees.
 - i. There were 25 total calls in March
 - 1. Accident, Auto – 2, Accident, Bicycle -1, Medical – 12, Structure Fire – 1, Tree Fire – 1, Electric Hazard – 4, Smoke Report -1, Fire Other – 3
 - ii. There were 16 total training hours in March
 - 1. Firefighter Training – 8 Hours, Medical Training - 5 Hours, Driver/Operator Training - 3
 - iii. Old Business
 - 1. Diversity Harassment Training Options
 - 2. Donation Link added to Website
 - 3. ESCI presentation on March 19th at 10am
 - 4. Upcoming Truck Committee meeting for new engine design.
 - iv. New Business/New Updates-
 - 1. New Brush truck, Meet with truck committee Monday to review hopefully final draft of specs and drawings, and Quotes should soon arrive.
 - 2. Swore in 2 new members, one of which has previous Fire experience and is a Paramedic. Will have day time availability after he completes his Career Fire Academy
 - 3. Workplace Respect Training is scheduled for Thursday April 21st, & Tuesday May 3rd. The Manager session is Scheduled for Tuesday May 10th
 - 4. Annual SCBA Pack, Mask, and Bottle testing is scheduled for April 26th
 - 5. Annual Pump Certification and Ladder Certification is planned to be performed this month, waiting on final date from Technician
 - 6. Community CPR class scheduled for Saturday for May 21st.
 - 7. Discussion on Federal PILT Funds
 - 8. Colorado Fire Safety Grant that we applied for - Unfortunately we were not awarded Grant funds this go round
 - 9. Truck Committee for new Pumper met and began discussions on what we are needing for equipment and type of truck. Next meeting date is TBD, but will be within the next 2 weeks.

VI. OLD BUSINESS

- a. Election Issues – Maggie updated on all election issues during the Secretary’s report
- b. Diversity Training Status – Training dates are set for April 21st and May 3rd. Manager training is set for May 10th at 6:30pm. Chief Bollacker asks that the Board attend the manager training as well.
- c. Disposition of New Brush Truck
- d. Disposition of Engine 2802 – Chief Bollacker is getting the paperwork filled out for the next auction.
- e. Distribution of ISO Report – The changes take effect on June 1st. Chief Bollacker will see when the information can be made public.

VII. NEW BUSINESS

- a. Master Planning – The Master Plan will be different depending on the outcome of the election. This will wait until after the election.
- b. Director Snyder brought the bylaws from Mountain View Fire Board of Directors for the board to review after the meeting. These could be a starting place to write the HFPD Board bylaws.
 - i. Director Snyder proposed that possibly in June, a work session be held to write Board member bylaws.
 - ii. Director Snyder will look for Berthoud and Rocky Mountain bylaws for reference also.
- c. Chief Bollacker asked the Board for support to carry a firearm during fire investigation duties.
- d. Director Koslov moved to approve support, Director Baldrige seconded, and it passed unanimously at 8:24pm.

VIII. AUDIENCE BUSINESS – Shirley Hoffman, community member came to discuss the Mill Levy Election.

- a. She reviewed the financial documents on the website and during the meeting.
- b. She asked the board what the future plans of the department are.
 - i. Director Brinkman answered with information about the need to hire ESCI to evaluate the department.
 - ii. The Board has worked on 3, 5, and 10 year plans but didn’t finalize any.
 - iii. The estimate is that in approximately two years, HFPD will no longer have financial reserves without an increase in tax income.
 - iv. Director Baldrige addressed Ms. Hoffman’s concern about how to show financially the two year timeline. Director Brinkman further answered the questions about the financial concerns.
 - v. Ms. Hoffman suggested that the fire department apply to become a 501C3, HFPD could then accept tax deductible donations.
 - vi. She suggests more community outreach efforts; attendance at the Hygiene Haydays event. She also suggests more public relations information be dispersed.
 - vii. She made a comparison between Hygiene and Lyons Fire departments to see what resources and needs each department works with.
 - viii. She suggested that a fact sheet of fire versus medical calls be made and dispersed.
 - ix. She offered suggestions to disperse the most important information to the electors in time for voting.

- x. There is a large amount of open space owned by Boulder County that we are responsible for protecting but that doesn't provide income to HFPD.

IX. EXECUTIVE SESSION FOR CHIEFS ANNUAL REVIEW – Director Baldrige moved to adjourn and move to an executive session, it was seconded, and approved unanimously at 9:21pm.

Director Tasks

Everyone

- All Board Members should attend the May 10th Diversity Training

Steve

- None

Molly

- None

Scott

- Research Berthoud and Rocky Mt. Board Member Bylaws

Judy

- Maintain calendar for Board deadlines
- Serve on Canvass Board after election

Dave

- None

Chad

- File auction forms to dispose of Engine 2802
- Find out when the ISO rating can be made public

Cody

- None