

Hygiene Fire Protection District
PO Box 83, Hygiene, CO 80533
Board of Directors Regular Meeting Agenda
Wednesday, October 14, 2015
7:00 pm

Board Members in Attendance: Director Scott Snyder, Director Molly Baldrige, Director Judy Koslov

Department Personnel: Chief Chad Bollacker (via Skype), Assistant Chief Cody Trevithick

Meeting Attendees: Dave Beeman, Keith Parinello, Maggie Personeus

- I. PENSION BOARD
 - a. Ken Sadar passed away and Paul will complete the pension paperwork.
- II. CALL MEETING TO ORDER – Director Snyder called the meeting to order at 7:03pm
- III. SWEAR IN DAVE BEEMAN AS NEW BOARD MEMBER – Director Beeman recited his oath and signed the appropriate form with the notary. Director Koslov will observe Director Baldrige submit the form.
- IV. APPROVE THE REGULAR MEETING MINUTES – Director Baldrige made a motion to approve the minutes, Director Koslov seconded and it passed unanimously at 7:04pm.
- V. OFFICER’S REPORT
 - a. Treasurer’s report – There is not anything unusual or concerning to report.
 - b. Director Baldrige will give Chief Bollacker proof of payment to receive grant reimbursement for the new gear.
 - c. Vote to accept 3rd quarter statement – Director Koslov moved to accept, Director Baldrige seconded, and it passed unanimously at 7:07pm.
 - d. Secretary’s report – Director Koslov inquired about letterhead for thank you letters.
 - i. Chief Bollacker has a template to print on as needed.
 1. He will send Board Members the template for their use.
 - ii. Director Koslov and Chief Bollacker will discuss duties that he would like assistance with.
 1. He will need assistance in auto-aid agreements.
- VI. CORRESPONDENCE - None
- VII. OLD BUSINESS
 - a. Notification to state of new officers/board members – This will be a duty for Director Koslov. Director Baldrige will meet with Director Koslov to explain.
 - b. Attorney – We have hired a firm and Director Snyder contacted them to explain that Director Koslov will be the point of contact.

- c. ESCI second phase – They will honor the price they gave us for the second phase regardless of when we ask them to do it.
 - i. They are still working on the first phase of the project.
 - ii. We will need to put the second phase in next year’s budget if we want to pursue it.
 - iii. Director Baldrige would like to wait to see what the first phase says.

VIII. FIRE CHIEF’S REPORT

- a. There were 20 total calls in September
 - i. Accident, Auto – 3, Medical – 12, Grass Fire – 1, Structure Fire – 1, Assist – 3
- b. There were 85 total training hours (some due to Fire Academy)
 - i. Firefighter Training - 60 Hours, Medical Training - 7 Hours, Rescue Training - 13.5, Driver/Operator Training – 2, Other Training - 2.5 Hours
- c. 2830 OOS. Is at Lucky's Diesel, They believe they found the issue, should know by week's end.
- d. 2802 OOS. No new Information
- e. New Structure Gear arrived, and most has been issued out.
- f. Door codes changed. Everyone's individual door codes will be programmed after chief's return from State Chief's Conference
- g. ISO Review under way, paperwork almost completed, looking at ISO onsite the beginning of November
- h. Banners have arrived and are hung
- i. Efforts to improve Incident Reporting tabled till next month.
- j. Chief Bollacker will email a preliminary budget to the board members.
 - i. He accounted for the ESCI second phase.

IX. NEW BUSINESS –

- a. Ken Sadar – Chief Bollacker will take money out of firefighter association funds to make a memorial to give his family.
- b. Exclusion Request from City of Longmont –There is a portion of land that was supposed to be removed from the special districts but wasn’t.
 - i. We do not need to return any money from taxes on this property.
 - ii. Chief Bollacker stated that the city needs to provide us with information regarding loss in property tax income.
 - iii. The Board can exclude this property with approval from a judge.
 - iv. The other option is for the developer to make a case asking it be removed from our district. This option would also need to be approved by a judge.
 - v. Director Baldrige asked if this is something that we want to try to keep but Chief Bollacker and Assistant Chief Trevithick said that this property is located close to a Longmont Fire Station and it makes sense to let this property be removed.
 - vi. Director Baldrige thinks we should review the information and correspondence that our previous attorneys completed.
 - vii. Director Snyder will contact Director Brinkman to see what documentation we can review.

- viii. Director Snyder doesn't want to fight the City but he also doesn't think we need to spend any more money on the process.
 - c. We need to certify the Mill Levy towards the end of this year. Director Baldrige will check into this.
 - d. Director Baldrige completed the paperwork for the State to match the pension funds.
 - e. There has been no new progress with the post office lease. We will address this in the next board meeting.
 - f. We need to discuss the Mill Levy increase at next month's meeting as well.

- X. AUDIENCE BUSINESS – Snow Removal?
 - a. Nixcavating charges us to plow snow. The cost has already been budgeted for. Chief Bollacker responded to confirm that we would like to use their services again this year.

- XI. DEEP DIVE –
 - a. Discussion regarding policy and training necessary in light of the increasing diversity of the firefighters – These trainings would cover harassment, discrimination, sexual harassment, and diversity.
 - i. There are companies that will come and teach courses to the firefighters.
 - 1. One company quoted \$1900 to come and teach a 3-31/2 hour training for volunteers.
 - ii. There are also DVD training versions that can be purchased.
 - iii. Director Baldrige thinks this is a serious issue and she would like the board to be involved in the selection of the training program.
 - iv. Chief Bollacker is putting together standard operating procedures and there will certainly be a portion addressing harassment. This will also include a form that every volunteer will have to sign an acknowledgement form.
 - v. Chief Bollacker will send the board materials that he has collected about training options.
 - vi. Director Beeman will contact CU to find out what online training program they use before the next meeting.
 - vii. Keith will also look into what program the county uses.
 - b. Congratulate KJ on her record winning race completion.

- XII. ADJOURNMENT – Meeting was adjourned at 8:19pm.

Director Tasks

Everyone

- None

Steve

- None

Molly

- Submit Director Beeman's signed oath.
- Send Chad the proof of payment for grant reimbursement of new gear.
- Meet with Director Koslov to explain how to notify the state of new officers/board members.
- Check into certifying the Mill Levy.

Scott

- Contact Steve to get documents regarding the exclusion request for land to be removed from our district.

Judy

- Meet with Chad to discuss duties that he would like assistance with.
- Meet with Molly to learn how to notify the state of new officers/board members.
- Observe when Molly submits Dave's signed oath.

Chad

- Email a preliminary budget to the board members.
- Meet with Judy to discuss duties that you would like assistance with.
- Have a memorial made to give to Ken Sadar's family using firefighter association funds.
- Put together standard operating procedures including a portion addressing harassment.
- Send the board information regarding harassment training options.

Cody

- None