

Hygiene Fire Protection District
P.O. Box 83, Hygiene, CO 80533
Board of Directors Regular Meeting Agenda
Wednesday, April 18, 2018
7:00 p.m.

Directors in Attendance: Scott Snyder, Molly Baldrige, Dave Beeman, and Steve Brinkman.

Directors Absent: Judy Koslov was excused

Department Personnel: Acting Chief Cody Trevithick, Pension Board Chair Paul Bashor, Training Captain Russ Benzel, Training Lieutenant Kamron Barnaby, Wildland Lieutenant Keith Parrinello, EMS Lieutenant Travis Sugg, and E/A to the Board Jennifer Cook

Meeting Attendees: Firefighter Novickis, Auxiliary Volunteer Bob Barnaby, Candidates Silverman, Benasso, Eisman, Block, O'Connell, and Wurzer

- I. PENSION BOARD AS NEEDED – Nothing to report
- II. CALL REGULAR MEETING TO ORDER – Regular meeting called to order at 7:01 PM
- III. AUDIENCE COMMENTS – None
- IV. APPROVE THE MARCH MEETING MINUTES – MOTION to accept the March minutes made by Director Baldrige, Director Brinkman seconded. Approved by unanimous vote.
- V. REPORTS
 - a. Treasurer's report
 - i. March Financials – Review and discussion of the documents provided by Director Baldrige ahead of time. No real issues or concerns.
 1. The Office and Admin line item on the YTD expense report is already on track to exceed the amount budget for 2018 and it was observed that the annual amount budgeted seemed low. Director Baldrige will look into this and report back at the next meeting.
 2. We received more than budgeted for the sale of 2830 and the additional profits will go into the general operating fund.
 - ii. There may be additional protection available for public funds and Director Baldrige is going to look into how the Association's funds might be insured beyond that provided by the FDIC.
 - iii. The first quarter financials should be complete and ready for review at the May meeting.
 - b. Secretary's report
 - i. Election Matters

1. Jen and two out of the three election judges took the election judge training course in the last week and the third will receive training in the next couple days.
 2. The notice of election has been submitted to the newspaper for publishing and Chief Trevithick will post additional notices in the three board-approved locations around Hygiene. Training Lieutenant Barnaby ordered a banner to hang on the front of the building, announcing the election, and it should arrive in the next few days.
 3. There is an additional 8-day grace period for UOCAVA voters to return their ballots, which means that the official results may not be known in time for the May meeting. Rather than postpone the date of the May meeting or hold a special meeting, the board preferred to wait till the June meeting to appoint the new members. Jen will check with the attorney to confirm that this is permitted.
- ii. Upcoming deadlines – Ongoing election deadlines
 - iii. Archive & Retention Project
 1. Archiving activities are temporarily been put on hold until after the election.
 2. Auxiliary Volunteer Barnaby emphasized the vulnerability of online archiving websites and offered to help create a backup system to secure the online documents.
- c. Chief's Report
- i. FD Performance Report
 1. In March, 91% of the calls were for EMS services. YTD there have been 66 calls and 78% were for rescue and emergency medical services.
 2. AMR response times were good in March. None of the times exceeded 24 minutes and the majority were under 20 minutes.
 3. The board wanted to know if the AMR calls were localized in any particular areas. Chief Trevithick will look to see if there is a map that tracks the addresses of AMR calls within the District.
 4. None of the calls in March had fewer than 5 responders, which is an indicator that the Shift-Staffing program is working.
 - ii. On-Duty Staffing Level, are we filling the calendar? - In April there are only 7, 12-hour shifts that are not covered by the Shift-Staffing program. Currently, May has 6, 12-hours shifts that remain to be covered and June has only 1 or 2, 12-hour shifts that have not yet been signed up for.
 - iii. Training Captain Benzel is still waiting to hear back from 6 people as to whether they will join the Shift-Staffing program or remain volunteers. Once he has the final breakdown, he will communicate that to Director Beeman to finalize information for Workman's Compensation insurance.
 - iv. Staffing Increase 35 to 40? – Now that the Shift-Staffing program is fully implemented, the Association decided to postpone the decision until existing candidates complete their training. Once this is done, it will be easier to see where

the shortages might be and they can get a more complete picture of the actual recruiting needs.

v. Issues & Opportunities

1. WILDLAND DEPLOYMENT – Chief Trevithick reported on the requirements and compensation rates for the wildland deployment program. Participants would be paid for their time and expenses, and the department would be compensated for the use of all equipment and reimbursed for all expenses and losses. To participate, we would need to list the resources that could be made available for wildland deployments. Chief Trevithick would need to sign up on a monthly basis and if local conditions indicate that the District might need all available resources, he could temporarily withdraw from the program. The Board wants to see a contract to review the fine print but the general idea of wildland deployments was viewed favorably. Chief Trevithick will work on getting a contract and also find out more about whether apparatus income from these deployments must be committed to local wildland programs or if it can go towards funding any District needs. The Board appreciates the opportunity to earn some money for the District by deployment of District equipment. Any such money would be set aside in a fund to upgrade and replace vehicles and equipment. The Board also recognizes the value of additional training and experience of District personnel that deployment would provide. But, the Board is very clear that the deployment of any personnel or equipment should occur ONLY if it does not negatively affect the Department’s ability to respond and protect members of the HFPD.
2. AMBULANCE – AMR would like to house one of their ambulances at the Hygiene fire station. In general this would benefit the District since it would promote faster response times to 911 calls but finding the extra space on the property will be difficult. We also need more information on who will staff it, how the District would be compensated, and who is responsible for the liability and upkeep of the ambulance. Chief Trevithick is working with AMR to get answers to these questions.
3. NEXT DOOR PROPERTY RENTAL – The house adjacent to the station on the east will be vacant on the 30th and the District has the opportunity to lease it for a good price as extra living quarters storage, parking, and a place for get-togethers. This would allow extra time to determine the best course of action for the old station and, in the short term, would save money on rehab needs for the old station. If the opportunity presents itself, the District would ultimately like to purchase the property outright as a convenient and operational outpost for Association activities, as well as leach field possibilities.
 - We will need to set up a lease to define the terms of the arrangement and spell out which party is responsible for the various obligations associated with the property.
 - A MOTION to rent the next-door property was made by Director Baldrige and seconded by Director Brinkman. Approved by unanimous vote.

- Chief Trevithick will work with the owner to draw up a lease and will send it to all Board members for review so that it can be signed at the May board meeting.
4. VEHICLE TITLES – Chief Trevithick is in the process of getting titles for the remaining three trucks that don't have them.

VI. OLD BUSINESS

a. Shift Staffing Program

- i. Selection paid/Volunteer – Some of the officers would like to operate as paid part-time staff for their administrative duties, while still serving as volunteer FF when they go on calls.
- Director Brinkman will contact our attorney to get clarity of how the SOP could be modified to distinguish administrative responsibilities from those of the volunteer FFs.
 - Chief Trevithick will review the existing job description for the Chief of the HFPD and refine it to make clear the duties that differentiate the paid part-time position from that of a volunteer FF. Director Baldrige will send Chief Trevithick the most recent version of the job description.
1. There was some ambiguity in the SOP as to whether a FF could be approved to go out on emergency calls if doing so would put them into overtime. The Board confirmed that, if there were not an adequate number of responders available to answer an emergency call, overtime pay would be approved in those special cases. While Shift Program participants must be paid to respond when they are not on shift, there are 20 hours per month of regular pay available to each FF who works full shifts before OT pay begins. (Example: shift hours are limited to 48 hours per week. OT begins after 53 hours. So there are 5 hours per week, or 20 hours per month, available to work at each FFs regular pay rate before OT pay kicks in.)
 2. The SOP states that if an individual is scheduled to work a shift and is unable to do so, they must find another person of equal or higher certification to cover it. Because there was not a time frame given for this requirement, Training Captain Benzel informed the board that the SOP has been slightly modified to say that this mandate applies when it is 48 hours or less before the start of the shift.
- ii. According to the conditions set out in the SOP, there are several people who do not qualify to participate in the Shift-Staffing program because they do not have all of the certifications that are required to warrant compensation. There are a few people who currently fall into this category but are working towards fulfilling the minimum requirements. In order to give them time to do so, while still receiving compensation, the SOP will be temporarily modified to read: "Any member not holding any of the minimum requirements by the end of December 31, 2018 will forfeit compensation that they may be receiving under the previous SOP at that time until the minimum requirements are met."

1. Training Captain Benzel will email the SOP to all members of the board once he has made the changes agreed upon in the meeting.
 - iii. Pension – Pensions for paid employees are not required so no further steps are necessary.
 - iv. Workers Comp – The insurance company needs to know how much the all of the part-time employees will be paid over a 1-year period. Director Beeman is going to give them his best estimate and then provide supplemental information as needed.
- b. Roof – Roof engineer is working on the design documents and should have something for the Board to review shortly. Once the Board approves the design it will be sent out to bid.
- c. Station redesign – The remodel is going to be much more expensive than anticipated and far out of budget. In addition to the cost of the renovations, the existing furnace won't support the remodel, which means a second furnace would have to be installed and makes the remodel even more expensive. It will also require a lot of work to the electrical system. Renting the house next door precludes the urgency to make these renovations and gives the Board extra time to determine the long-range plans for the station. The Board agreed to forgo the renovations at this time and Director Brinkman will alert the design companies that we will not be moving forward with any of the proposed plans.
- d. By-Laws/SOP Committee – Training Captain Benzel is waiting on member feedback so work is still in process. Training Captain Benzel will send the SOP to the Board when updates are made.
- e. At the April meeting it was suggested that members of the department carry Narcan on calls. EMS Lieutenant Sugg consulted with the Department Physician and confirmed that Narcan expires too quickly to be of value to the District. Members of the police department already carry it and overdose calls are extremely rare so it would not be worth the expense.

VII. NEW BUSINESS

- a. Strategic Plan and Goals – Director Brinkman received a few Board member comments, but the plan is still in the development stage. Director Baldrige is holding a working meeting on May 5 for Board members, devoted specifically to developing the goals for the strategic plan.
- b. Auxiliary volunteer Barnaby is going to develop a plan to update the firewalls and security mechanisms to protect the in-house systems. He still needs to get full access to all the information and networks before he can complete an assessment. Until this happens, he will not be able to develop a plan or present a likely budget. He'll try to have something for the May meeting but his schedule will be dictated by how quickly he is given full access to the system. He will communicate with Chief Trevithick on his progress and let him know when he's ready to present his findings.
- c. FF Cunningham is working on a new website for the District. He found a new site that is more innovative and offers better templates.
- d. One of the candidates for the two Board member positions is also currently a volunteer FF for the District. This creates a conflict of interest since this person would be voting on policies that would potentially affect volunteer/employee activities. The law is clear that

paid FFs cannot serve on the Board, but it leaves an opportunity for Volunteers to serve on the Board. Our attorney offered two legal options for the Board to vote on. One, that the Board makes it a policy that Directors cannot serve as a volunteer or employee of the District during their term on the Board. Two, that a Volunteer be allowed to serve on the Board, but only when there is a demonstrable need. A need could be shown if, by removing the Volunteer or employee from the pool of available responders, it would critically impair service to the HFPD. This has been the case in the past but is not a problem currently. Because of the complications and conflicts of interest, the Board felt it would be better to establish a policy that bars Directors from simultaneously serving as a Volunteer (or employee) and vice versa. MOTION – A Motion was made by Director Snyder to follow the first option and enact a total bar on Directors serving as Volunteers, and Volunteers serving as Directors. Director Brinkman seconded. Approved by unanimous vote.

- e. EMS Lieutenant Sugg reported that they just purchased i-gel, which can be used as a faster alternative to intubation. It helps quickly open and maintain an airway in patients that are not able to breath on their own.
- f. EMS Lieutenant Sugg also made the request to purchase EZ-IO, to be used in emergency situations when they need immediate vascular access. This would allow them to inject directly into the bone marrow and avoid any potential delay that can come with trying to insert an IV line. This expense was not included in the budget but the Board approved the purchase to come out of the medical equipment supply fund. If additional funds are required towards the end of the year because of this unforeseen purchase, the Board will assess the situation at that time.
- g. Some of the District residents have requested that the Department oversee controlled burns on their property. This has been done in the past but, because of the impediments to personnel and resources, as well as potential legal complications, the Board agreed that it was better to discontinue these activities.

VIII. GOALS

- a. Board Bylaws and SOPs: Molly – Postponed until the May meeting
- b. Establish Level of Service for HFPD Medical Response: Scott – May be a part of the discussion at the strategic plan meeting
- c. Establish Level of Service for Medical Transport Service: Scott – Not discussed
- d. Get record keeping system set up – filing, organization, preservation, accessibility of docs: Judy – In progress
- e. Strategic Plan: Steve – The Board plans to have a working meeting on May 5th to discuss the goals and strategies used to develop the strategic plan
- f. Review Statement of Purpose - DONE
- g. Verify all employees have proper tax withholding: Molly; Insurance; Dave; Job Descriptions: Chief – Not discussed

- IX. ADJOURNMENT – A MOTION to adjourn the meeting was made by Director Snyder at 9:13 PM. Director Brinkman seconded and the motion was approved by unanimous vote.

Motion/Resolution Summary:

- MOTION to accept the March minutes
- MOTION to rent the next-door property
- MOTION to enact a total bar on Directors serving as volunteer, and volunteers serving as Directors
- MOTION to adjourn the meeting

ACTION ITEMS:

Chief Trevithick

- See if there is a map that tracks the addresses of AMR calls within the District
- Look into getting a contract for Wildland deployments and also find out whether apparatus income from these deployments must be committed to local wildland programs or if it can go towards funding any District needs
- Work with the owner of the adjacent property to draw up a lease and send it to all Board members for review so that it can be signed at the May board meeting
- Review the existing job description for the Chief of the HFPD and refine it to make clear the duties that differentiate the paid part-time position from that of a volunteer FF

Training Captain Benzel

- Communicate the breakdown of volunteers vs. employees to Director Beeman for him to pass on the insurance company for Worker's Compensation
- Email the Shift Staffing SOP to all members of the board once the changes agreed upon in the meeting are made
- Send the Association SOP to the Board when updates are made

Director Baldrige

- Look into why the amount budgeted for Office and Admin is so much lower than in previous years
- Research how the Association's funds might be insured beyond that provided by the FDIC
- Send Chief Trevithick the most recent version of the Chief's job description

Director Brinkman

- Contact the attorney to get clarity of how the SOP could be modified to distinguish administrative responsibilities for pay from those of the volunteer FFs
- Alert the design companies that we will not be moving forward with any of the proposed plans for the station remodel

Executive Assistant to the Board

- Send the March minutes sent to FF Cunningham to post on the Hygiene FD website
- Check with the attorney to confirm that the new Board members can be appointed at the June meeting