

Hygiene Fire Protection District
P.O. Box 83, Hygiene, CO 80533
Board of Directors Regular Meeting
Wednesday, October 14, 2020
7:00 p.m.

In Compliance with the State Stay-at-Home Order, this meeting was conducted virtually through Zoom teleconferencing software. Brian Sanders was the meeting Host.

Directors in Attendance: Scott Snyder, Brian Sanders, Steve Brinkman, Devon Martin, Marty Butley

Directors Not in Attendance: NONE

Department Personnel: Chief Cody Trevithick, Assistant Chief Russ Benzel, Fire Marshal Travis Homyak, and E/A to the Board Jennifer Cook

Meeting Attendees: Firefighters Martin, P., Miraglia, and Olson

- I. PENSION BOARD AS NEEDED – NONE

- II. CALL REGULAR MEETING TO ORDER – Regular meeting called to order at 7:00 PM

- III. AUDIENCE COMMENTS FOR ITEMS NOT ON THE AGENDA - NONE
Questions/comments solicited via the Zoom teleconferencing tool.

- IV. APPROVE MINUTES
 - a. Regular Meeting, September 9, 2020 – A MOTION to approve the regular meeting minutes was made by Director Sanders. Director Martin seconded and the motion was approved by unanimous vote.
 - b. Special Meeting, September 26, 2020 – Will be voted on at the regular Board meeting in November.

- V. REPORTS
 - a. Treasurer’s Report
 - i. September Financials – The budget-to-actual report was reviewed and Director Sanders noted some of the accounts that are disproportionately high for this point in the year. Insurance is over budget by ~13k, due mainly to changes resulting from implementation of the shift staffing

program. Our Worker's Compensation policy had not been updated to reflect the change and we had to make a large back payment to make up the difference. COVID-19 expenses of \$3,500 will be reimbursed by the state. Wildland Deployment expenses of ~\$10k will be reimbursed by the state. Overall, expenses are right around 70%, which is below the proportional 75% (9 out of 12 months) for this point in the year. The final payment was made on 2802.

1. The annual contribution to the Fire & Police Pension Association (FPPA) of ~40k will be made in November or December.
2. We received an invoice from the real estate attorney for his review and advice on the Turner post office lease and there was some discussion under which account it should be listed.
3. A MOTION to approve the third quarter financials was made by Director Martin. Director Butley seconded and the motion was approved by unanimous vote.

ii. CPA Search – Complete.

1. Director Sanders will meet with the new CPA to discuss the YTD financials, what steps need to be taken in preparation for closing out the books at the end of the year, and how to prepare for the 2020 audit.

b. Secretary's report

- i. Upcoming deadlines – Secretary Brinkman's microphone was not working so he was unable to make a report. Per prior meetings, the budget (presented below) was the most critical upcoming deadline.

c. Chief's Report

- i. Run Data – In September there were 24 calls, including 8 for Fire, 11 EMS, and motor vehicle accidents. Of the EMS calls, 75% were BLS and 25% ALS. The average Dispatch-to-en-route times were ~2:01-minutes for HFPD, and ~2:58-minutes for AMR. Over 22 calls, the average en-route-to-arrival time for HFPD was just under 6 minutes. Over 15 calls, the average en-route-to-arrival time for AMR was ~16:45 minutes. On all

calls, there was an average of 5.5 responders, with a minimum of 3, and a maximum of 7.

1. Special Incidents: (per abbreviated email from Chief Trevithick)
Late September 27th Hygiene Fire was toned to a structure fire in Lyons. The Fire was in the back of the structure where a trailer and a massive cottonwood tree were fully involved. HFPD Firefighters pulled the alley line to the bravo side to start knocking the flames. As Chief Trevithick went to start a 360 on the commercial building, they heard screams for help and saw an arm waving through smoke coming out a second-floor. 2803 was able to deploy a roof ladder to the window. A Hygiene firefighter climbed up, pulled a man out and carried him down to safety. Patient care was performed until AMR arrived while Hygiene continued to fight the fire. Lyons arrived and was tasked with fighting the fire on the delta side. Multiple crew went into the structure and were able to extinguish the fire. The scene was cleared around 2am on September 28th.
 - If the HFPD had not started the shift staffing program to have the station staffed 24/7, it is possible that responders would not have been able to get to the scene fast enough. Because there were people on shift who could depart immediately when this call came in, HFPD was able to arrive in time. The shift program and the quick response by Hygiene firefighters saved a man's life.
2. In addition to the mutual aid call to the structure fire in Lyons, there were two Multi-Agency Fire Investigation Team (MAFIT) call outs for Fire Marshal Homyak, and 3 active wildland deployments.
 - ii. Fuel Tanks – EMS Lieutenant Sugg is going to put the plates on tomorrow, which should complete the installation. No longer needing to leave the District to refuel has been a valuable change for the HFPD members and residents.
 - iii. Type 3 Status – The new engine is now paid in full and Chief Trevithick will secure the title asap. We're still waiting on some tool and equipment deliveries. Radios have been installed and just need to finish wiring them in. We will get one more sizeable invoice for the tools once everything has been delivered.

1. Members are taking every opportunity to train and familiarize with the different pumping system.
 2. This type of engine would not usually be sent first on scene but Chief Trevithick is planning to send it on wildfires that can handle a larger truck, relevant medical and other applicable calls, in order to get all the bugs worked out before the warranty expires.
- iv. Shift Coverage – Assistant Chief Benzel presented shift coverage numbers for September. Good coverage overall, particularly with the number of people on deployment or on COVID-related medical commitments. There was only a single day shift and a separate night shift without coverage, and 3 shifts with just one staffer. Every other shift had between two and five people. October coverage is already shaping up well. There's no question that having dedicated in-house people on a continuous basis is having a significant, positive impact on service to the District.
- v. Wildland Deployments – We have apparatus deployed to the Williams Fork fire and the Cameron Peak fire, along with multiple Department members deployed across the state. Deployments allow Hygiene firefighters to get more experience and the Department can do more for the District without incurring any additional financial burden to Hygiene taxpayers. Chief Trevithick reiterated his appreciation to the Board members for working with the Department to allow wildland deployments. He reported that HFPD apparatus will have earned the District over \$100,000 in additional net income!
- vi. Other Issues & Opportunities
1. Firefighters Olson, Ratkovitz and Kalyan just graduated from academy, and Firefighter Caviness is about to test for his Firefighter 2 certification.
 - FF Kalyan earned Top Gun award, which is an award that the other academy students vote on in recognition of the person who did the best and helped the most. This is the second academy in a row in which the Top Gun award was awarded to a Hygiene Firefighter.
 2. Christmas Dinner – The dinner is usually held on the first Friday evening in December, but there was discussion of doing it earlier and in the daytime so it could take place outdoors. There are

currently no size restrictions on gatherings in Boulder County and tables could be spaced out for social distancing. Director Martin volunteered to help with the event planning. Because of the accelerated schedule, there isn't enough time to get group approval for a new date. Director Snyder recommended that Chief Trevithick and Director Martin select a date and move forward with making plans.

3. Plaques for former Directors Koslov and Baldrige – We have the plaques; they are just waiting to be engraved. Director Snyder will put together wording this weekend so that Chief Trevithick can finalize them.

vii. Insurance Feedback from Tribbett – Chief Trevithick is waiting to receive an email with the details of the policy review from Tribbett.

VI. OLD BUSINESS

a. 2021 Budget

- i. Standard expenses tend to be around 75k per month. Director Sanders is using that average to predict end of year cash on hand. To keep the December financials as clean as possible for year-end closure, he requested that Chief Trevithick make all known/planned budget purchases before the end of November.
- ii. Director Sanders recommended that we put aside a certain number of dollars per year towards vehicle replacement, as well as foundational HFPD operations. He suggested 75k for general operations and 50k for vehicle replacement and presented a graph showing the projected income if we contributed these amounts to the CSAFE Core investment funds at 1% interest.
- iii. Our current projected 2021 income will change somewhat if we modify the lease with the Post Office when it comes up for renewal in May.
- iv. Budget Projections, additions, explanations, and estimated top expense by large account:
 1. Elections: Barring an unforeseen special election issue, no elections are anticipated in 2021 so no funds will need to be allocated for this expense.

2. Building: No large repairs or improvements are planned for next year. A nominal amount is budgeted to cover costs to paint the building and to fix/level out the parking lot.
3. Community Outreach: Because COVID prevented most community outreach activity, there was very little cost this year. The same funds will be carried forward onto the 2021 budget.
4. Dues & Subscriptions: 1,200 will be added to cover the new printer lease.
5. Equipment (Fire and Rescue): We are running extremely low on bunker and wildland gear and the budget will include ~40k to purchase/replace vital PPE. Some of the remaining 2020 budget will be put towards "one-size" items such as helmets, gear bags, gloves, etc.
6. Equipment (Medical): Main expense will be ~15k to restock medical supplies
7. IT & Communications (Software): Approximately 5k for GSuite/Gmail annual contract and fees for all department members.
8. Insurance: TBD. See V,C,vi,vii.
9. Payroll: We were not able to find a volunteer or commission-based grant writer so 5k has been included in the 2021 budget to hire a professional. We have previously discussed hiring a grant writer who has written applications for Front Range with good results.
 - Director Butley noted that he and his wife have experience with grant writing and offered to help. Chief Trevithick will connect Director Butley with FF Ratkovitz who has been heading the grant writing project.
10. Pension Contribution: Budgeted slightly higher in 2021 because, per a motion earlier this year, we are devoting an additional .5 mills to the total contribution.
11. Personnel: The largest personnel expense is the annual Holiday dinner for Department members, as a gesture of appreciation and recognition of their hard work and dedicated service.
12. Professional Services: We will most likely not be eligible to apply for an Exemption From Audit, so 5k will be included in the accounting budget to pay for next year's audit.

13. Rental Property – The adjacent property is rented to accommodate shift workers and volunteers on overnight shifts.
 14. Shift Program: The shift program is the largest expense in the budget at ~275k. Shift staffers are paid a tiered, hourly wage, based on certifications. The Shift Program is the reason the station is manned virtually 24/7, which translates to faster response times and better service to the District.
 - There was discussion on possible changes to the format of the shift program that would smooth the transition from one shift to the next and enhance training instruction. There are a few different options that will continue to be explored.
 15. Training (Fire/Rescue): 10k to the BCFFA Fire Academy for initial fire and Hazmat training for up to ten new members.
 16. Capital Expense: Contributions to the HFPD savings for vehicle replacement, large equipment/building investments, etc.
- b. Long Term Capital Plan – The current brush truck (2831) is experiencing intermittent engine trouble. We could buy a standard new one for ~50k and transfer the old box onto it, or we could design a new Type 6 for ~160k. It could be used more like a wildland deployment truck, so that we can keep the trucks that are specialized for Hygiene operations in the District. If next year’s fire season is anything close to this one, it is vital that we have a reliable brush truck to deploy when needed. Director Snyder asked that Chief Trevithick put together some numbers to discuss at the next Special Board Meeting.
 - c. Post Office Lease – Director Martin reported that she has spoken to Jill (the Hygiene Postmistress) and assured her that keeping the post office in Hygiene is a priority for the HFPD. Director Martin also received confirmation from the real estate attorney that the original lease does not preclude the HFPD from moving forward with negotiating our own lease directly with the post office.
 - i. The Board Members agreed it was best to discuss the details in executive session. A MOTION to go into executive session to discuss the post office lease was made by Director Sanders. Director Butley seconded and the motion was approved by unanimous vote.

VII. NEW BUSINESS

- a. Cooperative Opportunities/Resource Sharing – Lyons still has not found a new Chief and Director Martin felt that it might be a good time to revisit discussions on some sort of merger between the two Districts. We had looked at the possibility of a merger with Mountain View last year but there were too many reservations to move forward. The general sentiment on a merger with Lyons is that some kind of agreement could be valuable, but we're still too early into the idea to rush a decision. Assistant Chief Benzel noted that we just signed a new auto aid agreement with Lyons, so we are already blending efforts more, but cautioned that we should see how the new arrangement works before jumping ahead to discussing a merger with Lyons.
 - i. Our working relationship with Lyons has generally been excellent. Chief Trevithick suggested that the Hygiene Board make contact with the Lyons Board to see how our operations compare to theirs, and how each District's strengths and weaknesses fit with theirs. Director Sanders felt he could benefit from a conversation with the Lyons Treasurer, and it would be a good way to introduce himself. Chief Trevithick will provide names and contact details and Director Snyder will facilitate the introduction.

VIII. AGENDA NEXT MONTH

- a. Work Session?
 - i. The Board will meet at the Fire Station at 12:30pm on October 25th to discuss the budget, the brush truck, and long term capital plans.
 - ii. Chief Trevithick is having a business meeting with Lyons at 6:30pm on the 26th and invited the HFPD Board to participate.
 - iii. Public Notices alerting the community of both meetings will be posted.
- b. Regular Meeting – No discussion

IX. ADJOURNMENT – The meeting was adjourned at the close of the executive session.

Motion/Resolution Summary:

- MOTION to approve the regular meeting minutes
- MOTION to approve the third quarter financials
- MOTION to go into executive session
- MOTION to exit the executive session and adjourn the meeting

ACTION ITEMS:

Chief Trevithick

- Make all known/planned budget purchases before the end of November
- Connect Director Butley with FF Ratkovitz to help with grant writing project
- Provide names and contact details of the Lyons Board so Director Snyder can facilitate an introduction for Director Sanders
- Put together some brush truck numbers to discuss at the next Special Board Meeting.

Assistant Chief Benzel – NONE

Pension Board Chair Bashor – NONE

All Board (and Department) Members – NONE

Director Snyder

- Put together wording for engraved plaques for former Directors Koslov and Baldrige and send to Chief Trevithick.
- Facilitate an introduction for Director Sanders to the Lyons Treasurer

Director Brinkman – NONE

Director Martin – NONE

Director Sanders

- Reach out to the Lyons Treasurer

Executive Assistant to the Board

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