

Hygiene Fire Protection District
P.O. Box 83, Hygiene, CO 80533
Board of Directors Regular Meeting
Wednesday, September 9, 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

Directors Appointed at this Meeting: 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., Caviness, and Olson

- I. PENSION BOARD AS NEEDED – NONE
- II. CALL REGULAR MEETING TO ORDER – Regular meeting called to order at 7:02 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, August 12, 2020 – A MOTION to approve the regular meeting minutes was made by Director Sanders. Director Brinkman seconded and the motion was approved by unanimous vote.
- V. REPORTS
 - a. Treasurer’s Report
 - i. August 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. Professional fees are high, but it is not unexpected due to additional accounting and legal fees. Contract Services and Fire Code income accounts are negative, due to Former Director Baldrige reversing uncleared deposits. Miscellaneous Income is

significantly higher than budgeted because unreconciled expenses were added back when we closed two of our bank accounts.

1. Director Sanders is signed up for access to the Department of Local Affairs (DOLA) website.
2. The new Bank of the West portal is active.
3. HFPD Bookkeeper Vicki Tiedeman has recently put in a lot of work on the finances and Director Sanders wanted to formally recognize her efforts and quality of work. She has been great about helping him get up to speed in his new position as Treasurer and instructing him on the finances, as well as doing some deep dive work on her own to seek out any financial anomalies.
4. The CSAFE investment is earning a far lower rate of interest than expected. The rate is currently .31% and generates only about \$28 in interest per month.
5. All deployment expenses are being tracked on a spreadsheet and Chief Trevithick is working with Director Sanders to keep it current.
 - At the end of the fire season, Director Sanders would like to do an in-depth review of deployment activity and the revenue to the District. All expenses will be reimbursed by the Federal Government but, at minimum, the District has to front all payroll for deployed members at a the governmentally established rate of pay. By reviewing payroll and all other deployment expenses, we can plan what kind of additional funding we should expect to keep in reserves until we receive reimbursement.
6. The annual contribution to the Fire & Police Pension Association (FPPA) is due in the next month.
7. Director Brinkman will contact our attorney to get an update on the status of property exclusion expenses.

- ii. Audit Summary – The audit was submitted. The state confirmed that it was received and all audit-related accounting bills have been paid. The professional analysis of our 2019 finances were that there were “no material findings.”
 1. We are likely to be over the maximum revenue/expense amount of \$750k allowed to file an Exemption from Audit next year, so we will need to budget for another full audit in 2021.
- iii. CPA Search – We have decided to contract with the CPA firm of Clausen and Associates to review our financials on a regular basis. A Letter of Engagement has been signed.
 1. We will need to budget an additional \$1,000 in 2021 for this service.

b. Secretary’s report

- i. Upcoming deadlines – The first draft of the 2021 budget must be presented at the October Board meeting. Director Brinkman suggested having a special meeting beforehand to discuss it.

c. Chief’s Report

- i. Run Data – In August, there were 29 calls, including 10 for Fire, 10 EMS, and 3 motor vehicle accidents. The average Dispatch-to-en-route times were ~1.23-minutes for HPFD, and ~3.35-minutes for AMR. On all calls, there was an average of 6 responders, with a minimum of 4, and a maximum of 10. (Very good numbers)
 1. On August 26th we were called for a water rescue on McIntosh Lake. HPFD was toned ~3 minutes after Longmont Fire, but was still able to have a jet ski in the water before LFD water units arrived on scene.
 - MacIntosh Lake calls are an interesting situation, because the land surrounding the lake is part of the Longmont Fire District, but the water itself is part of the HPFD response area. Depending on the address given by dispatch for a water rescue, either department could legitimately be

toned. There is an old, multi-agency agreement regarding this area, between the Longmont Park Service, Boulder County, Hygiene Fire, Longmont Fire, and a few others. The agreement expired in 2016 and it has not been discussed since. HFPD was asked if we would be willing to give up our involvement in this area but we can get there faster than other agencies, so it makes sense that we would keep it as part of our District. For now, it is unclear which single agency should respond to calls at this location, so HFPD will be toned along with the other agencies on the agreement. The agreement will be reviewed/updated in the Fall, and Hygiene Fire will participate in all discussions.

- ii. Fuel Tanks – EMS Lieutenant Sugg got the fuel tanks wired in and he is now working with Chief Trevithick to put together an invoice that breaks down the costs of labor and materials. Once the invoice is finalized, EMS Lieutenant Sugg will submit it to the Department for payment.
- iii. Copy Machine – Chief Trevithick requested quotes on a variety of service and equipment options, and we are waiting to hear back.
- iv. Type 3 Status – A lot of the pre-ordered equipment has been installed on the new engine but some extrication equipment is still on order. EMS Lieutenant Sugg ordered some medical equipment that also has yet to arrive.
 - 1. Chief Trevithick will coordinate with Director Sanders on making the final payment once all the truck checks and tests are complete.
 - 2. During truck inspections, some defective components were discovered and reported. Rosenbauer covered the costs to replace and repair a faulty valve, and a transfer case had a bad seal, which International Trucks is paying to fix. There was no cost to the HFPD to make these repairs.
 - 3. The cab and chassis have a warranty of approximately 2 years, while the box has a much longer warranty. Chief Trevithick will confirm the specifics and send the details to the Board Members.
- v. Shift Coverage – Assistant Chief Benzel presented shift coverage numbers for August. Many of the members were absent in August (due to

academy, family obligations, deployments, etc.) but we still had 100% coverage for the entire month. With the exception of 7 dayshifts, on which there was only one person, every other shift had at least two people. HPFD volunteers are aware when shifts are not fully covered and are always quick to step up to provide additional resources. Overall, it was a very good showing in an unusually chaotic month.

1. Chief Trevithick is going to apply for backfill pay to cover the additional cost of calling in paid staff to cover for members who are on deployment. Members also run into overtime when they work more than 53 hours per week, which tends to happen when they are called to fill in for a deployed member. These additional payroll expense can be billed to the federal government for reimbursement.
 2. A lot of the Department Members would like to work more than the allowed 48-53 weekly hours, and we may need them to do so if we have another extreme fire season next year. Director Snyder asked that Chief Trevithick include projections of additional payroll expense in his budget request, in the event that we decide to allow a bit more overtime in the next year. We're continuing to receive new member applications, so finding enough additional staff shouldn't be a problem, even if deployments continue at the same levels.
- vi. EMS Management – In process, but no update at this time.
- vii. Wildland Deployments – The older brush truck (2831), along with three Department members, have been on three deployments. Chief Trevithick reported that, for those three fires, the apparatus has earned the District close to \$50,000 in additional income!
1. In addition to deployment revenue, any damage to apparatus or equipment while deployed is reimbursed, as well as workman's comp, and the extra administrative time that Chief Trevithick has to commit to tracking deployment-related expenses. Members are also reimbursed for travel and lodging.
 - All deployment expenses and personnel are tracked on spreadsheets on Google Drive, which the Board is able to access and review at any time.

viii. COVID-19 Reimbursements – There is grant money available to reimburse all COVID-related expenses and FF Ratkovitz is putting in a lot of work on this, and we are looking to get back up to \$3,500.

ix. Other Issues & Opportunities

1. Lyons Fire would like to modify the auto aid agreement it has with the HFPD to include all major calls. Hygiene is already toned automatically for structure or wildfire calls (usually 2-3/year) in the Lyons District, but Lyons wants us on all Air and Major Accidents. HFPD usually ends up being called to respond for Mutual Aid to most of these anyway, so the only real difference is that the HFPD would be added to the initial tone, meaning that we would get called sooner. It is estimated that the new agreement will add around 30 calls (~10-15%) to our annual total.

- Increasing the Auto Aid is beneficial for both Districts because it works both ways, and each one gets guaranteed support with a larger and faster response to all covered incidents. It also promotes good neighbor cooperation, and expands the number of opportunities for members of both Departments to gain more experience.
- A MOTION to approve the Auto aid agreement with Lyons was made by Director Brinkman. Director Sanders seconded and the motion was approved by unanimous vote.

2. Fire Marshal Dues: The fee schedule for fire prevention service and inspections has not been updated since 2014. Before we can raise fees, we need to give notice of public hearing and the Board needs to approve the changes. Fire Marshal Homyak will take these actions at the same time that we adopt the new code.

VI. OLD BUSINESS

a. Temporary Training Ground Lease – Ongoing, but no update.

b. Board Vacancy – District resident Marty Butley attended this meeting as a person interested in joining the Board to fill Don Cole's recently vacated seat.

Marty has lived in Hygiene for over 20 years and served as the HFPD's Designated Election Official in the 2020 elections earlier this year.

- i. A MOTION to appoint Marty Butley as a new HFPD Board Member was made by Director Sanders. Director Martin seconded and the motion was approved by unanimous vote.
- ii. Director Brinkman will get the paperwork together to officially appoint Marty to the Board.
- iii. Director Sanders got Director Butley set up with a HFPD email address and gave him access to the Google Drive files. Director Sanders will send Director Butley's new contact information to Chief Trevithick and the other Board members. Fire Marshal Homyak will get Director Butley set up on Emergency Reporting System (ERS).

VII. EXECUTIVE SESSION – *Director Martin updated the Board on recent activity regarding the post office lease, but it was determined there was no need for an executive session.*

- a. Post Office Lease – Director Martin reported that she sent the lease to a real estate attorney for review. She also communicated with a commercial property management firm to get an idea of pricing, and what income and expenses might be to rent the space. We are waiting to hear back from both of them.

VIII. NEW BUSINESS

- a. 2021 Budget – Chief Trevithick has everyone's budget requests and will meet with Director Sanders to put them all together.
 - i. The Board will hold a Special Meeting on the September 26th to discuss the budget. The meeting will take place outdoors at 1 p.m. at the Fire Station. All social distancing protocols will be enforced. Public Notices will be posted to alert the District of the meeting.
- b. Long Term Capital Plan – Will be discussed at the Special Budget Meeting.

- c. Assistant Chief Benzel expressed concern about recent alterations to the working arrangements at the Boulder County training facility. The BCFFA office space at the facility changed and the equity of the new setup, relative to the amount paid by the BCFFA in annual fees, is unclear. As a training facility Board Member, Director Snyder offered some additional background on the reasons for, and benefits of, the new arrangements. Director Snyder does not feel that there is any reason for concern at this point, but assured Assistant Chief Benzel that the topic will be revisited if things change.

IX. AGENDA NEXT MONTH

- a. Work Session? - The Board is holding a special meeting on September 26th to discuss the budget.
- b. Regular Meeting – Chief Trevithick requested that the topic of Insurance be added to next month’s Board Meeting agenda. Prior to the October meeting, Ron Tribbett is going to visit the Station to see the new engine and review our insurance policy to make sure that everything is covered and relevant. Chief Trevithick will update the Board on what was discussed.

- X. ADJOURNMENT – A MOTION was made to adjourn the meeting was made by Director Brinkman at 8:39 PM. Director Martin seconded and the motion was approved by unanimous vote.

Motion/Resolution Summary:

- MOTION to approve the regular meeting minutes
- MOTION to approve the Auto aid agreement with Lyons
- MOTION to appoint Marty Butley as a new HFPD Board Member
- MOTION to adjourn the meeting

ACTION ITEMS:

Chief Trevithick

- Coordination with Director Sanders on making the final payment once all the truck checks and tests are complete
- Meet with Director Sanders to combine budget request from the various departments

Assistant Chief Benzel – NONE

Fire Marshal Homyak

- Get Director Butley set up on ERS

Pension Board Chair Bashor – NONE

All Board (and Department) Members – NONE

Director Snyder – NONE

Director Brinkman

- Contact our attorney to get an update on the status of property exclusion expenses
- Get the paperwork to officially appoint Marty to the Board
- At the October meeting, update the Board on insurance feedback from Tribbett’s visit

Director Martin – NONE

Director Sanders

- Send Director Butley’s new contact information to Chief Trevithick and the other Board members

Executive Assistant to the Board

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