

**Hygiene Fire Protection District**  
**P.O. Box 83, Hygiene, CO 80533**  
**Board of Directors Regular Meeting Agenda**  
**Wednesday, July 10, 2019**  
**7:00 p.m.**

**Directors in Attendance:** Scott Snyder, Molly Baldrige, and Judy Koslov

**Directors Not in Attendance:** Don Cole and Steve Brinkman

**Department Personnel:** Chief Trevithick, Assistant Chief Benzel, EMS Lieutenant Travis Sugg, and E/A to the Board Jennifer Cook

**Meeting Attendees:** Firefighters Barry, Fillmer, and Olalla

- I. PENSION BOARD AS NEEDED – None
  
- II. CALL REGULAR MEETING TO ORDER – Regular meeting called to order at 7:07 PM
  
- III. AUDIENCE COMMENTS FOR ITEMS NOT ON THE AGENDA – None
  
- IV. APPROVE MINUTES
  - a. Regular Meeting June 12, 2019 – A MOTION to approve the regular Board meeting minutes was made by Director Baldrige. Director Koslov seconded and the motion was approved by unanimous vote.
  
- V. REPORTS
  - a. Treasurer’s report
    - i. June – The P/L and budget-to-actual financials were reviewed but the Board will wait until the August meeting to vote on the second quarter and June financials. Nothing unusual or of particular concern. The contingency expense account went up by ~\$12K after the purchase of some non-budgeted items: two fuel tanks, and the riding mower and bagger. We are 50% through the year but only 17% of the amount budgeted for training has been spent. Assistant Chief Benzel explained that it is very difficult to plan training activities over the summer since so many members are unavailable due to both department and non-department commitments, but he confirmed that the funds will be spent soon and before the end of the year. We have to make the first large payment (\$120K) on the new truck soon but there isn’t a clear timeline. Director Baldrige asked Chief Trevithick to provide her with a schedule of payments and due dates related to the new engine.

- ii. Debit Card Problems – Another company recently acquired our bank and the transition disrupted a lot of the procedures that we had in place with our checking accounts. Because of the confusion, there was discussion about the number of people responsible for managing billing and payments and how we can streamline the process going forward. Director Baldrige will work with Chief Trevithick and the Association to plan the next steps but we may end up moving our accounts out of that bank completely. We need to set up banking for the “Friends of Hygiene Fire” nonprofit and it and the timing could work out well to set up both accounts at the same time.

b. Secretary’s report

i. Upcoming deadlines

1. The County will send out preliminary valuation assessments in August and the tax revenue estimates will be used to begin planning the 2020 budget.
2. Board Members – Three Board members’ terms are up next year and we need to keep looking for alternatives to fill those positions. Directors Snyder and Koslov have the option to run for another term but Director Baldrige is term limited and will need to be replaced.
3. Archive Migration – Director Koslov expressed some Board concerns to Brian Sanders about the transition from Box.com to Google Docs. Brian set up a folder on Google Docs to do a test migration before we officially move the archives. Once there is a clear understanding of the process, the Board would like to move everything out of Box.com.

c. Chief’s Report

- i. Ambulance Service – Chief Trevithick tried to get more information on why UCHealth decided against posting an ambulance at the station after they met with AMR. Chief Trevithick forwarded UCHealth’s reply to the Board members but it didn’t provide a lot of detail on why they changed their minds. There may have been some political maneuvering on the part of AMR to suppress competition, as well as a shortage of medics in Boulder County that might make it difficult for UCHealth to staff an ambulance in an area with comparatively less transport activity. HFPD can explore other avenues to get a dedicated ambulance into the district but they are all much more expensive.
1. The Director of the Office of Emergency Management in Boulder County confirmed that fire districts have the right to choose their own ambulance service. However, if an agency that is part of the county contract pulls out of the agreement, that agency would likely have to buy their way back in if/when they decided to rejoin. There is also no guarantee that the agency would even be allowed back in.

2. We could likely work out the financial logistics to purchase, equip and staff an ambulance but there are far more uncertainties about licensing issues, legal obstacles, dispatch services, etc. We may need to hire a consultant to advise on these types of unknowns before we can consider whether or not the District should pursue proprietary ambulance service for the HFPD.
  - The Mountain View District went through the process of getting their own ambulance they may be able to answer some of our questions. Chief Trevithick and Director Snyder will figure out a time to meet with Mt. View and decide on next steps from there.
- ii. Mutual Aid – Still in process. Chief Trevithick is meeting with Mountain View soon to review and update mutual aid agreements.
- iii. 2841 Vehicle Title – Nothing to report
- iv. IT Program
  1. Discuss need to migrate archives to Google Docs, and update on IT projects and cost – See Secretary’s Report, Vb3
  2. Auxiliary Volunteer Barnaby has finished the majority of his IT plan to get Department technologies secured and streamlined, and most regular IT-related expenses have been consolidated or eliminated as needed.
  3. FF Tolman set up a call alert system in the bunkhouse with speakers and lights. He’ll also put the lights facing the road on a timer so drivers will be alerted to emergency vehicles exiting the firehouse for a short duration after the tone.
- v. Public Information Officer (PIO) – Assistant Chief Benzel talked to the state PIO and she is going to send information on classes and give direction on which ones he should start with. She also offered to work with him to build a “career path” for communicating with the public on behalf of the HFPD.
- vi. Fuel Tanks – The County rejected the second permit application because they say that the property is zoned residential, not commercial. Chief Trevithick is now working to get a permit to put the fuel tanks just outside the station. The new application has been submitted and is 11<sup>th</sup> in line for consideration by the County. Locating the tanks adjacent to the station is visually unappealing to District residents and the department will have to give up a parking space but it’s more convenient and cheaper because we wouldn’t have to pour a concrete slab.

vii. Grant Writer – FF Novickis also volunteers with the Front Range District and was able to put Chief Trevithick in touch with a grant writer that they use. The terms of the contract require \$1,000 up front and another \$3,000 when he writes the grant. If his grant is rejected he will continue to re-write the grant application for up to three years.

1. Chief Trevithick would like to hire him to write a grant for new air packs because the ones we have now have been recalled for defects in the buddy breather. The recalling company is offering either replacement with older equipment or we can buy new air packs ones and pay the difference for the upgrade. For reference, Chief Trevithick is going to find out how the Lyons District is planning to handle the recall and let the Board know.
  - The grant application deadline for the air packs is only a month away so the Board has to decide quickly whether or not to hire the grant writer.
  - We would have to pay the full amount to the grant writer, regardless of whether the application is successful. Before committing, the Board would like to see his track record and get letters of recommendation. Chief Trevithick will ask for that info and send it to Board, along with the contract and details of the grant.

viii. Other Issues & Opportunities

1. The Times-Call wants to do an article on the volunteer fire department. They have a reporter and photographer coming to the training this weekend to observe and take pictures. The TC is interested in learning where most of the volunteers come from, what makes them want volunteer, and what the Department requires/expects from them. The TC plans to interview Kevin Wright since he is the lone current volunteer who also lives in the District. The Department is going through the hiring process right now and the article will hopefully encourage District residents to sign on as volunteers. Chief Trevithick will inform the Board of the article's anticipated publication date.
2. Response times over the last couple month have been amazing. On a recent non-emergent water rescue call, the FFs were able to be out the door and into the water in a little over 6 minutes. Chief Trevithick has been sending members to various local lakes to familiarize themselves with deployment locations and the various points of entry.
  - Another water rescue training is scheduled for the 17<sup>th</sup>.

3. There was a \$2K cost discrepancy between the amount budgeted for the UTV and the final amount paid. The difference seems to be attributable to shipping charges and similar miscellaneous fees. To prevent going over budget due to unexpected charges in the future, Chief Trevithick proposed that we estimate the total cost for large equipment as the purchase price + 10%.

## VI. OLD BUSINESS

- a. Newsletter – The newsletter is slowly taking shape but there is a lot of information to include so it is important to present it very clearly and accurately. Chief Trevithick and Director Koslov wrote an article for the newsletter that details year-over-year changes in response times. The article compares current response times to those prior to the implementation of the shift staffing program and reveals that – while response times were good before – they have gotten even better since.
  - i. Director Baldrige will send out a draft of the newsletter and postcard before the August meeting.

## VII. NEW BUSINESS

- a. Payback and financing for drop outs – The Department invests quite a bit of money to educate, equip, and train new recruits. All FFs sign a contract agreeing to reimburse those funds if they dropout before a pre-established period of time. It is an infrequent occurrence but here are currently two people who have dropped out and we are now in the position of enforcing payment plans. The Department cannot/should not be in the position of effectively loaning money to its members. To prevent this situation in the future, we need to have a contract that clearly lays out the payment details, expectations, and consequences for people who drop out of the program. Assistant Chief Benzel will work with our attorney to re-write the existing contract to make sure that it is comprehensible and enforceable. He will also communicate the Board's expectations for repayment to the two current dropouts.

## VIII. AGENDA NEXT MONTH

- a. Work Session – No work session in August.
- b. Regular Meeting – Because of scheduling conflicts, the regular meeting in August will take place on August 7<sup>th</sup> instead of the 14<sup>th</sup>. Director Koslov will work with Chief Trevithick to file and post notices about the new meeting date.
  - i. Executive Session – The Board will do an annual performance review of Chief Trevithick in executive session at the August meeting. Director Snyder will ask for feedback from all Department members and forward their responses to the Board members to incorporate into the review.

1. Chief Trevithick will do performance reviews of Assistant Chief Benzel and all the officers and make a report to the Board.

ii. The November meeting will need to be rescheduled but an alternate date was not established.

IX. ADJOURNMENT – A MOTION to adjourn the meeting was made by Director Koslov at 8:58 PM. Director Baldrige seconded and motion was approved by unanimous vote.

Motion/Resolution Summary:

- MOTION to approve the regular Board meeting minutes
- MOTION to adjourn the meeting

**ACTION ITEMS:**

**Chief Trevithick**

- Work on getting the title to 2841
- Provide Director Baldrige with a schedule of payments and due dates related to the new engine
- Coordinate with Director Snyder to meet with Mountain View to discuss their experience getting an ambulance into their District
- Find out how the Lyons District is handling the air pack recall and relay to the Board
- Get track record and letters of recommendation on the proposed grant writer and send to Board, along with his contract and details of the grant
- Inform the Board of the anticipated publication date of the Times-Call article
- Do performance reviews of Assistant Chief Benzel and all the officers and make a report to the Board at the August meeting in executive session

**Assistant Chief Benzel**

- Work with our attorney to re-write the existing reimbursement agreement
- Communicate the Board's expectations for repayment to the two current dropouts

**All Board Members**

- Email suggestions for the newsletter postcard to Director Baldrige

**Director Snyder**

- Coordinate with Chief Trevithick to meet with Mountain View to discuss their experience getting an ambulance into their District

- Ask Department members for feedback on Chief Trevithick for his performance review and forward their responses to Board members

**Director Baldrige**

- Send out a draft of the newsletter and postcard before the August meeting

**Director Koslov**

- Work with Chief Trevithick to file and post notices about the new meeting date

**Director Brinkman - NONE**

**Director Cole - NONE**

**Executive Assistant to the Board**

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