

Hygiene Fire Protection District
BOARD OF DIRECTORS REGULAR MEETING
Fire Station, 7523 Hygiene Road
Wednesday, February 9, 2022
7:00 p.m.

This meeting was conducted both in person and virtually, via Zoom teleconferencing software. Brian Sanders was the meeting Host.

Directors in Attendance: Scott Snyder, Brian Sanders, and Steve Brinkman

Directors Not in Attendance: Devon Martin

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

Meeting Attendees: Firefighters Huff, Perry, and Long; Ron Tribbett of Tribbett Insurance; and local resident, Andie Adams as a guest of Director Martin.

I. PENSION BOARD AS NEEDED

a. Recognition for retired and/or deceased members

- i. Pension Board Chair Bashor reported that he is still waiting to hear back about dates on which a couple of the former members passed away.
- ii. There are currently 31 volunteers, with 3-7 years of service, who could be future pensioners. A Firefighter is qualified to receive benefits once they reach 10 years, so we need to make sure to keep enough funding in the pension account to meet our obligation to these, and future, volunteers.
 1. All new Department members join as volunteers until they get five certifications. At that point, they can decide whether to continue as a volunteer, or join the shift staffing program.

II. CALL REGULAR MEETING TO ORDER – Regular meeting called to order at 7:06PM

III. AUDIENCE COMMENTS FOR ITEMS NOT ON THE AGENDA - NONE

IV. APPROVE MINUTES

- a. Special Meeting, November 27th, 2021 – All pertinent information was captured but there is some missing detail on who made and/or seconded the motions, which Director Snyder will fix as appropriate.
 - i. A MOTION to approve the amended version of the November 27th meeting minutes was made by Director Snyder. Director Sanders seconded and the motion was approved by unanimous vote.
- b. Regular Meeting January 12th, 2022 – A MOTION to approve the January meeting minutes was made by Director Snyder. Director Sanders seconded and the motion was approved by unanimous vote.
 - i. Regular Meeting November 10th, 2021 - There are a number of small gaps in the November meeting minutes due to weather-related connectivity issues. Jen will adjust for the missing information and send the updated version to the Board for review. The minutes will be voted on at the March Regular Board Meeting.
- c. Special Meeting January 20, 2022 – No discussion
- d. Special Meeting January 24, 2022 – No discussion

V. REPORTS

- a. Treasurer's Report
 - i. The budget-to-actual report for January was reviewed. Through the first month of the year, expenses should come in close to 8%, or 1/12th of the amount budgeted.
 1. Income is minimal because most of the property tax income doesn't start coming in until the start of the second quarter.
 2. Administration & Overhead, and Payroll Accounts are slightly high due to W-2 payroll fees and grant application fees.
 3. Dues, Fees & Subscriptions is at 35%, but this is due to upfront annual outlay, and will equalize over time.

4. The bay door repairs were very expensive so Building costs are at 22%.
 - ii. Wildland Overview – There haven't been any deployment updates to the online spreadsheet, but Chief Trevithick reported that the CAD system added new financial report options. The system can now track how much deployment income each apparatus, firefighter, etc makes when they are sent out. Shift Lieutenant Wurzer will oversee inputs for the new reports, as well as handle invoicing and billing from now on.
 - iii. The 2022 budget has been submitted to Boulder County and DOLA, and a copy is posted on our website for the public to view. We received confirmation from DOLA that they received our budget submission.
 - iv. Vehicle Sales Status – No update
 - v. Insurance on the Post Office Building – Covered under New Business
 - vi. Mill Levy – Director Sanders reported that the new mill levy showed up on his property tax statement and that the new rate is correctly applied.
 - vii. Over the next couple of months, Director Sanders plans to work on updating the financial forecast for the next 10 years, using current knowledge, new mill levy information, possible grant income, capital expenses, etc. He would also like to review past actuarial reports to look for trends, and work on pension forecasting.
 1. We have signed with the leasing company for the new truck and payments will begin in January 2023
 2. Cash flows are confirmed for budgeting, now that we have confirmation that the new mill levy is enacted.
 3. The Wildland Coordinator position has been approved. Payroll expenses for this position will be pulled from the wildland program.

b. Secretary's report

- i. Post Office Deed – Director Martin was not able to attend, but prior to this meeting, she sent an email to the Board Members confirming that she has a copy of the deed.
- ii. District Boundary Map – Director Martin’s email did not mention the boundary map specifically, but she confirmed that transparency notices have been filed, both with DOLA and the SDA.
 - 1. Director Sanders posted a copy of the Hygiene District map on the website.
- c. Friends of Hygiene – No update.
- d. Hygiene/Lyons Report – Lyons wants to regroup to consider what they want. The two Districts came in with significantly different ideas about the purpose of the joint meetings, so things are temporarily on hold. Conversations are tentatively scheduled to resume around May.
 - i. The two Departments will continue to combine efforts for training and financial opportunities wherever possible.
- e. Chief’s Report
 - i. Run Data – There were 22 calls in January. Times are rough estimates because the dispatch system was down, so people had to guess at their entries. All four dispatch centers were down and they are still not fully back up. The County will go back and re-enter the data into digitally accessible files, but everything will still be based on estimated times. No information came through Iamresponding, so pagers were the only way to get alerts.
 - 1. There was a call to the local school because of a gas smell. The kids were evacuated for 2-3 hours until it was determined that the smell was the result of a problem with the septic system.

- ii. Shift Coverage – Coverage in January was good. There were five 24-hour periods without a paid Shift Lieutenant, but there were still approximately 2-4 people on every shift.
- iii. Grant Update – No update about the grant, but Chief Trevithick is still communicating with Motorola about equipment details. If our application is approved, we will immediately be able to move forward with getting our radios.

iv. Other Issues & Opportunities

1. We need to review insurance coverage for the apparatus, especially the older ones. We may be over-covered (and therefore over-paying) for the age and replacement value of some of the older vehicles. We might be able to reduce our premiums a bit by going through used apparatus websites to find out how much it would actually cost to replace the old vehicles. If our coverage values are higher than the replacement values, we could look into lowering some of our coverage levels to reduce our annual premium.

- Fire Marshal Homyak did a quick search during the meeting and reported that a similarly aged and equipped version of 2801 would cost between \$25k and \$110k.

2. Green House Fixes

- Construction on the green house shower is complete. The tub, toilet, and vanity are all new.
- The garage door recently broke and Chief Trevithick had someone come and take a look at it. Estimated cost to fix it is \$1,000.

3. The Pancake Supper is happening later this month. All masking requirements will be enforced.

4. We have eight people going through Fire Academy this month. All the other people in the class are from Lyons, with the exception of one person from a third Department.
5. One person got hired on with Longmont, but he will likely continue to be a part of the HFPD. One person got picked up with Boulder, and couple of people resigned.
6. Ambulance – No update. The county contract is still being worked out.
 - Both Boulder and Longmont picked up AMR for another two years.

VI. OLD BUSINESS

- a. Replacement Board Member – At Director Martin’s request, Andie Adams attended the meeting as a potential interim Board Member. She is interested in filling the seat that former Director Butley left open when he resigned, and would be willing to serve until the next election in May. She has lived in Hygiene for ~5 years, and works as a Project Manager for a construction company and a telecom company. Her family has firefighting connections, so she would like to lend support however she can.
 - i. Director Brinkman made a MOTION to have Andie join the Board through May. Director Snyder seconded and the motion was approved by unanimous vote.
 1. Director Snyder asked Andie to send her contact information to Director Martin and ask her to distribute it to all the Board Members.
 2. Pension Board Chair Bashor asked Director Sanders to send Andie’s contact info to him when it was received, and he will get her set up in ERS.
- b. DEO – We need to get someone lined up in advance of the Board Member elections in May.

- c. Wildland Coordinator Position – Chief Trevithick reported that Shift Lieutenant Wurzer is hitting the ground running. He’s already scheduled ~nine people to go down for wildland academy in Colorado Springs. He has other people to come drive for us, so we’ll have multiple Engine Bosses available if/when needed. He is targeting grants for both the wildland program and the Department as a whole. He’s also getting set up with IQS and SERF agreements.
 - i. Our attorney confirmed that we don’t need insurance for Shift Lieutenant Wurzer, but he’ll need pension benefits if he works 1,600+ hours of firefighting duties. Any time spent on deployments, training, and fire calls will count towards that total, but the hours he spends doing office/administrative work will not. Chief Trevithick is working with Shift Lieutenant Wurzer to design a position-specific timecard for him.
 - 1. We need to discuss the details of this position with our attorney and/or the FPPA, and get a written statement of our obligations.
- d. Green House Lease – No update.
- e. New Engine – Director Snyder signed the contract with HGACBuy for the new engine. As a member, we can purchase items from them at a reduced rate. The only forms that we are still waiting on are the documents that confirm that payment has been made.
 - i. Estimated delivery date is 18-20 months (mid- to late-summer 2023) from the time that we ordered it.
 - 1. Now that we have committed to the purchase, Fire Marshal Homyak will continue to manage communications about the vehicle.

VII. NEW BUSINESS

- a. Insurance Review – Ron Tribbett, of Tribbett Insurance, reviewed the endorsements and additions – including the brush truck and Post Office lease requirements – to our policy that have changed since last year. Included and non-covered items were reviewed, as well as coverage limits and deductibles.

- i. No vehicles went out of service since last year, including the brush truck that we're selling. It will stay on our insurance policy until it has been officially sold and removed from our books.
- ii. We insure the Conex training structure located at Cemex, but it hasn't had much use since the plant was purchased by GCC. The premium to cover it is small, but we might consider whether it is worth the cost, because it would take a *lot* to damage and/or destroy it.
 - 1. Building values are reevaluated every three years, when the contract is due to be renewed. The Conex will be reviewed as part of that process.
- iii. Tribbett Insurance offers rate guarantees. Ron reported that rates went up a bit this year, but it will not affect us because we have a 3-year contract guarantee.
- iv. Ron explained that Special Districts are covered by governmental immunity to an extent, but the state is continually taking steps to erode that coverage, so having secondary coverage is a good idea.
- v. He recommended increasing liability coverage limit to \$1M. Right now, we have the State-required minimum. For a relatively small premium increase, we could raise it to the recommended level.
 - 1. For rental or use of any of our covered properties by outside groups, Ron recommended having all attendees sign a liability waiver as a precaution.
- vi. Ron offered to help with worker's comp payroll estimates during budget time, so that we have a better idea of the cost that we will need to plan for.
- vii. The Board asked a number of questions about current coverage and ways to mitigate risk for non-covered scenarios. He encouraged them to contact him with any concerns for additional questions.
 - 1. He offered to put together a summary of benefits/coverage for Chief Trevithick that he can hand out to members, or potential future members, so they can see the type and degree of coverage.

b. Director Sanders spoke with an architect who has submitted an hourly rate proposal to look at both the Station and Fire Barn and give us an idea of what is possible. It would be a good precursory step if we were to pursue large-project grant funding to remodel the Station.

i. Director Brinkman suggested that our best move would be to scrape the Station entirely and start from scratch. It will be difficult to do anything on the property that would allow both living facilities, and a septic system that would meet the needs to accommodate those living facilities, in the space we have now. We have to have more land for a septic system, and the Post Office and surrounding easements prevent us from expanding beyond our existing footprint.

ii. We may not have many options until the Post Office goes, or we can purchase property in a different location.

1. We will revisit the idea at the March meeting and decide whether we want to commit any financial resources and/or pursue grant funding.

c. Director Snyder wants to meet with our attorney about the Fair Labor Standards Act (FLSA), to confirm that we are meeting our obligations. He would like both Chief Trevithick and Assistant Chief Benzel to be there as well.

i. Director Snyder is out of town for the next Regular Meeting, and would like to reschedule to March 2nd.

1. He will invite our attorney to that meeting to discuss the Staffing Program, volunteer hours, the Wildland Coordinator position, etc.

VIII. AGENDA NEXT MONTH

a. Work Session – No discussion

b. Regular Meeting – Rescheduled for March 2nd.

IX. ADJOURNMENT – A MOTION to adjourn the meeting was made by Director Brinkman.
Director Snyder seconded and the meeting concluded at 10:06 PM.

Future Work Items

- i. Review Pay/FLSA Program with Attorney
- ii. Board Elections in May
- iii. Meet with Mountain View FPD
- iv. Continue to Meet with Lyons FPD
- v. Plan for Land Acquisitions
- vi. Elect Officers in May

Motion/Resolution Summary:

- MOTION to approve the amended version of the November 27th meeting minutes
- MOTION to approve the January 12th meeting minutes
- MOTION to have Andie join the Board through May
- MOTION to adjourn the meeting

ACTION ITEMS:

Chief Trevithick

- Bring lease to Director Snyder to sign

Assistant Chief Benzel – NONE

Pension Board Chair Bashor

- Set Director Adams up in ERS

Department Officers – NONE

All Board Members – NONE

Director Snyder

- Fix missing information on the November 27th Special Meeting minutes
- Invite our attorney to the March 2nd meeting

Director Brinkman – NONE

Director Martin

- Distribute Director Adams' contact information to all the Board Members

Director Sanders

- Send Director Adams' contact info to Pension Board Chair Bashor when received

Executive Assistant to the Board

- Adjust for the missing information in the November minutes and send the updated version to the Board for review
- Send the approved January minutes to Chief Trevithick and Brian Sanders to post on the Hygiene FD website