

Hygiene Fire Protection District

P.O. Box 83, Hygiene, CO 80533

BOARD OF DIRECTORS REGULAR MEETING

Wednesday, May 12, 2021

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, Marty Butley, and Devon Martin

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 Caviness, Connell and Olson

- I. FRIENDS OF HYGIENE MEETING AS NEEDED – A meeting is scheduled for May 24th at 7:00 PM
- II. PENSION BOARD AS NEEDED – Nothing to report
- III. CALL REGULAR MEETING TO ORDER – Regular meeting called to order at 7:05PM
- IV. AUDIENCE COMMENTS FOR ITEMS NOT ON THE AGENDA - NONE
Questions/comments solicited via the Zoom teleconferencing tool.
- V. APPROVE MINUTES
 - a. Regular Meeting, April 14, 2021 – A MOTION to approve the regular meeting minutes was made by Director Brinkman. Director Sanders seconded and the motion was approved by unanimous vote.
 - b. Special Meeting, April 25, 2021 – Vote postponed to the June Board Meeting.
- VI. REPORTS
 - a. Treasurer’s Report
 - i. April Financials – The budget-to-actual report was reviewed. Rental income is negative due to the leasing commission payment of \$4,785 but will rebound as

soon as we start receiving regular lease payments from the post office. Fire/Rescue Equipment is slightly high but not concerningly so. IT Equipment is very high for this point in the year, but it is due to large, up-front annual renewal charges and should equalize as the year progresses. The fuel expense is high for this point in the year. Director Sanders asked Chief Trevithick to consider how frequently the trucks are being fueled, and whether the budget is going to cover the projection. A small expense was covered for one of our members who was deployed to New York for COVID vaccine distribution. Our cash on hand looks good at the moment, but the majority of property tax revenue is received earlier in the year, with little to no income received over the latter part of the year.

1. We are getting quotes from accounting firms to do next year's audit. We have one bid and are looking for two more.
2. We are reevaluating our engagement with our current CPA. Director Sanders reported they are not as responsive as we would like and we might do better with another firm. He has looked into other companies and the rates seem to be similar to what we were expecting to pay, and would therefore not impact the budget.
3. There was a large amount of overtime paid in April. This may have been due in part to the hazmat incident at the end of the month, but there are also a few FFs that are working more than the SOP-directed limit. Assuming that Chief Trevithick and Assistant Chief Benzel are aware and approve, and it falls within the budget, it won't present any financial problem.
 - Along that line, Chief Trevithick and Director Sanders discussed implementing a 28-day rolling payroll period. It would keep payroll more in line with the SOP mandates on hours, and it wouldn't increase payroll processing costs much more than what they already are.
4. Property tax valuations came out recently and many people noticed a big jump in the assessed value of their houses. That could translate into higher property tax revenues for the HFPD in the future, which would impact our 10-year financial forecast.
5. Director Sanders met with former Treasurer Molly Baldrige to review the status of the budget and projections, and assess whether anything was being overlooked now that he has served in this role for a year. He got some good feedback and we seem to be on the right track overall.

b. Secretary's report

- i. Dates and Deadlines – The deadline to submit filings regarding new property added to the District is coming up. The members confirmed that no property was added, so no action needed.

c. Chief's Report

- i. Grant Writer – The contract with the grant writer has been signed. Chief Trevithick will send him the financial information he needs to apply for a SCBA grant in 2022.
 1. Chief Trevithick reported on another grant opportunity for funds to hire a Retention/Recruitment Officer. The person hired to fill this role would also have to be an Engine Boss, so that if we get called for deployment, we already have someone in place and ready to go. Chief Trevithick will send information about that grant to the Board.

ii. Run Data

1. April 2021: there were 23 calls, including 10 for Fire, 6 EMS, and 4 motor vehicle accidents (MVA). The average Dispatch-to-en-route times were ~1:53-minutes for HFPD, and ~1:43-minutes for AMR. Over 22 calls, the average en-route-to-arrival time for HFPD was 5:46-minutes. Over 8 calls, the average en-route-to-arrival times for AMR was ~17:52. Out of 13 calls in April, 2 were BLS and 3 ALS. The average number of responders on fire calls was 9. The average number of responders on EMS calls was 5. The average number of responders on MVA calls was 9.
 - A few new slides were added to the report this month. Response times were segmented to show average, minimum, and maximum times for both Hygiene and AMR. Incident Breakdown data was expanded to show how the current month's totals, in comparison to the same month last year. And Special Incident slides were added to show the order of arrival and en-route times for the apparatus that were sent on these calls.
 - Special Incidents:
 - i. Structure Fire on April 10th
 - ii. Lyons HAZMAT on April 28th
 - iii. Car Fire on April 30th

2. Year-to-Date: there have been 112 total calls, including 20 for Fire, 59 EMS, 16 Motor Vehicle Accidents, 1 Rescue, and 3 "Other." (Remaining calls were false alarm, cancelled en-route, etc.) For the year, the average number of responders on fire calls was 9. The average number of responders on EMS calls was 6. The average number of responders on MVA calls was 8. The average number of responders on all calls was ~7.
3. The data shows that Hygiene is on scene an average of 12 minutes before AMR arrives on scene.
 - Director Brinkman noted the importance of stressing this type of information to the voters, as further evidence of the value of the Shift Program. Before the Shift Program was implemented, HFPD's response times were closer to AMR times. Now, Hygiene arrives on scene in slightly under 6 minutes, while AMR takes nearly 18 minutes (nearly 3 times as long).
 - Director Sanders would like to review OTD times before the paid shift program was implemented, to make the comparison with current OTD times. He would like determine when that transformation took place, and whether the improved times were correlated to a change in operational procedure or a funding profile.
 - i. Before VisiNet was implemented, the OTD times were subjectively estimated, which makes them somewhat unreliable as a data source. We might be able to get more accurate OTD times by making a records request from dispatch. We'll wait to pursue that course until we see what is available within our own records.
- iii. Shift Coverage – Assistant Chief Benzel presented shift coverage numbers for April. Very good coverage last month, with zero missed shifts. There was an average of 3-4 people on every shift, with a minimum of two people and maximum of six. There were only a few people that didn't meet their hours without communicating in advance about things like medical issues with either Chief Trevithick or Assistant Chief Benzel.
- iv. Type 6 Build – Chief Trevithick got a call from Maxey Trailer that the box is mounted, certified, and ready to be picked up. We just need to mount a light and do some minor wiring, but Chief Trevithick expects that it will be in service in about a week. The cost to mount the box was slightly over \$800.
- v. Other Issues & Opportunities

1. Overtime – The biggest reason for high overtime pay in April was due to the HAZMAT call in Lyons. Securing the scene required extra manpower for an extended period of time. We will be able to charge the insurance company for part of the cost because some bunker gear was ruined on the call.
2. Lyons Fire is trying hard to get an ambulance, and meetings are scheduled with both Hygiene and Mountain View. Lyons has an ambulance that needs to be certified, insured, staffed, etc. The idea is that it could be staffed on a rotating basis, so Mountain View could supply a paramedic and Lyons could supply an EMT for 48 hours, then Hygiene could supply the EMT, and so on. The more a District puts into it, the less they would have to pay for service. If the service ends up making a profit, the proceeds would be paid back to the Districts, relative to the degree of resources committed. We'll need to be careful how we proceed because it could lead to problems with Boulder County in regards to AMR response.
3. One of Hygiene's members was deployed to New York for COVID vaccine distribution. He was out for 21 days as a single resource and there were no missed shifts in his absence. He went out as FF2 but they switched him to EMT. FEMA paid for most expenses, with the exception of the hotel, and the rental car and fuel. Chief Trevithick will submit a bill for reimbursement in the next week or so.
4. The Pancake Dinner is on, and set for May 22nd. It will be a modified version to adapt for COVID restrictions; there will not be a raffle this year and seating will be dispersed. Tables will be spread out in the backyard of the rental property and in the bays to maintain social distancing.
5. The Steak Dinner is tentatively planned for the end of August or early September. Family members of all ages are welcome
6. Assistant Chief Benzel reported on two live fire trainings that Hygiene and Lyons did together. The first time, each Department was its own team (Hygiene with Hygiene, Lyons with Lyons). The second time each team was a mix of members from each Department. A variety of training topics were covered. The whole process seemed to work well and further joint trainings will be held in the future.

VII. OLD BUSINESS

a. Future HFPD

i. Elections/Mill Levy Increase

1. If we want to ask for a mill levy increase in the November election, we need to decide in the next month or so. We have to send notification to the county by June 1st if we intend to add this issue. If we decide against participating in this year's election it is unclear whether we will have to wait two years until the next election. Director Butley will find out and report to the Board.
2. Director Sanders presented a spreadsheet showing various mill levy funding scenarios relative to our needs, and the extent to which each meets a spectrum of goals. The degree of adequacy varies by the mill levy input, but the bottom line is that we should aim to get the issue onto this year's November ballot.
 - Goals in need of funding are: SCBAs; expand the shift program to be able to pay closer to a living wage; medical devices; station modifications and/or more permanent FF accommodations because rent is going up on the green house.

ii. Grant opportunities to fund long-term plans:

1. Director Sanders contacted a couple of local elected representative to get information on how we could potentially advocate for funding towards some of our capital improvement needs. He spoke with Congressman Ken Buck's office and has a request in with Senator John Hickenlooper's office.
2. The SDA sent an email about opportunities for Special Districts to submit requests for Congressionally-directed spending. Applications can be made through either Senator Michael Bennet's or Senator Hickenlooper's office.
 - Director Butley reviewed both applications. It turned out that the Bennet deadline is up at the end of today, but he couldn't make a submission because he wasn't sure of answers to some of the questions. The form and accompanying information were jointly reviewed by the meeting attendees, and it was generally agreed that this grant may not be the right for us. Distributions are made through the Senate Appropriations Committee (SAC), so the pool of contenders is significantly larger – and our odd of success more unlikely – than if we were to focus our efforts on state and local funding sources.

- The Hickenlooper application is nearly identical to Bennet's, but there is still time to submit. Director Butley will try to contact someone by phone tomorrow, to get more information on whether we should or shouldn't take action on SAC grants.
3. Director Snyder talked to Longmont's Client Services Manager about supplemental funding and he suggested looking into the Department of Local Affairs (DOLA) as a funding source for equipment.
 4. Director Butley found grant opportunities through the Department of Homeland Security (DHS). He spoke to someone in their office and was informed that they approved \$320 million in grants in 2020, with the average distribution being ~\$160k. They have grants for apparatus, FF training, facilities improvements, etc. 2021 applications will be accepted this Fall.
 - Director Butley put together a Word document with all of the options and what information is needed. He will email it to Chief Trevithick to review and see if/how it might be incorporated with the application being written by our grant-writer.
 5. Lyons FPD has similar property tax revenue to HFPD and they've received a couple of grants. Director Sanders wondered if they may be willing to share information on their methods and/or sources.
 - Chief Trevithick will get a copy of Lyons' budget when he meets with their Chief next week. Lyons got a lot of FEMA money after the floods, they issued bonds (expiring in 2023), and they've also made a lot of money through Deployments. The Chiefs of both Districts want to compare financials now that Lyons and Hygiene are training together. It's good security to see how each operates, as well as a means of learning from each other, since each Department may have ideas and tactics that could benefit the other.
 - Director Snyder suggested having a joint meeting with Lyons' Board Members in the next couple of months.

iii. Tasks ahead of the work meeting:

1. Chief Trevithick – Complete a table appraising all equipment and their remaining useful life.

- Director Sanders asked if Chief Trevithick could start working on a spreadsheet of pictures and apparatus that could help to sell public on the idea of a mill levy increase. It could show the national standard for fire vehicle life expectancy and how much more life Hygiene gets out of their vehicles by comparison. Our apparatus costs a significant amount of money, but it is a valuable long-term investment and the public benefits for longer due to quality care and maintenance.
 - i. Chief Trevithick suggested including Fleet maintenance in the presentation to show the costs of keeping all of the equipment in working order.
- 2. Director Sanders – Contact state and local representatives to see about funding sources and look into the 5.5% Property Tax Revenue Limit.
- 3. Director Snyder – Continue to look for pay information and benefits being offered by other similarly-sized Districts.
 - Director Snyder was tasked with developing a wage and benefit analysis to determine pay rates in the surrounding districts. He was unable to get a copy of the Special District Salary Survey but, as an interim guide, he sent the Board a copy of Longmont’s pay plan for Firefighters. Their wage structure is based generally on the Salary Survey results, and correspond with the wages in similarly sized Departments.
- b. Picnic – Director Martin spoke with Chief Trevithick about providing ground beef for the 4th of July picnic. He will submit a quote, but the party is expected to incur minimal costs beyond condiments. Attendees will bring their own sides. The party will take place in the backyard of the adjacent rental house, starting at 4:00 PM, and dinner will be at 6:00 PM.
- c. Newsletter – A draft of the newsletter should be out for review around the time of the next meeting.

VIII. NEW BUSINESS

- a. Post Office Complaint – Chief Trevithick has received complaints from the Post Office next door that we are blocking ingress/egress to their building when shift crews do certain training exercises. Chief Trevithick told the crews not to do so, but there isn’t any

other place to train. It isn't post office property, but Hygiene citizens are the ones who are making the complaints. We don't want to annoy anyone by blocking access, but we also need to serve those same citizens through ongoing training.

- i. It was pointed out that it seems coincidental that the complaints started just as the HFPD takes over the post office lease. There haven't been any changes to training schedules or methods, but there were no complaints before now.
- ii. Director Butley suggested talking to Jill (the Postmistress) about how to work this out or mitigate the impact. Chief Trevithick will contact her to discuss options.

IX. AGENDA NEXT MONTH

- a. Work Session – Sunday, May 30th at 12:30 PM.
- b. Regular Meeting – No discussion

- X. ADJOURNMENT – A MOTION to adjourn the meeting was made by Director Brinkman. Director Martin seconded and the meeting was adjourned at 9:09 PM.

Motion/Resolution Summary:

- MOTION to approve the regular meeting minutes from April 14th
- MOTION to adjourn the meeting

ACTION ITEMS:

Chief Trevithick

- Review how frequently the trucks are being fueled, and whether the budget is going to cover the projection
- Send the grant writer the financial information he needs to apply for a SCBA grant in 2022
- Send the board information on the grant for funds to hire a Retention/Recruitment Officer
- Complete a table appraising all equipment and their remaining useful life for the work meeting
- Start working on a spreadsheet of pictures and apparatus that could help to sell public on the idea of a mill levy increase
- Contact Jill to discuss options on how to mitigate the PO complaint situation

Assistant Chief Benzel – NONE

FF Caviness

- Make an extra slide in the Run Data report that separates response time ranges into thirds: highest, lowest, and average

Fire Marshal Homyak – NONE

Department Officers – NONE

All Board Members

- Send Directors Sanders and Martin ideas and/or suggestions for the newsletter

Director Snyder

- Continue to look for pay information and benefits being offered by other similarly-sized Districts

Director Brinkman – NONE

Director Martin – NONE

Director Sanders

- Review OTD times before the paid shift program was implemented, to make the comparison with current OTD times
- Contact state and local representatives to see about funding sources and look into the 5.5% Property Tax Revenue Limit for the work meeting

Director Butley

- Find out whether we will have to wait two years until the next election if we decide against participating in this year's election and report to the Board
- Email the Word document of DHS grant info to Chief Trevithick for him to review and see if/how it might be incorporated with the application being written by our grant-writer

Executive Assistant to the Board

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