

**Hygiene Fire Protection District**  
**P.O. Box 83, Hygiene, CO 80533**  
**Board of Directors Regular Meeting**  
**Wednesday, February 12, 2020**  
**7:00 p.m.**

**Directors in Attendance:** Scott Snyder, Judy Koslov, Don Cole, Steve Brinkman, and Molly Baldrige

**Directors Not in Attendance:** NONE

**Department Personnel:** Assistant Chief Russ Benzel, Training Captain Barnaby, Pension Board Chair Bashor, EMS Lieutenant Travis Sugg, and E/A to the Board Jennifer Cook

**Meeting Attendees:** None

- I. PENSION BOARD AS NEEDED – None
  
- II. CALL REGULAR MEETING TO ORDER – Regular meeting called to order at 7:03 PM
  
- III. AUDIENCE COMMENTS FOR ITEMS NOT ON THE AGENDA – None
  
- IV. APPROVE MINUTES
  - a. Regular Meeting, December 11, 2019 – A MOTION to approve the regular meeting minutes was made by Director Baldrige. Director Koslov seconded and the motion was approved by unanimous vote.
  
  - b. Regular Meeting, January 8, 2020 – A MOTION to approve the regular meeting minutes was made by Director Brinkman. Director Koslov seconded and the motion was approved. Director Baldrige was not at this meeting so elected to abstain.
  
  - c. Special Meeting, January 26, 2020 – A MOTION to approve the special meeting minutes was made by Director Brinkman. Director Koslov seconded and the motion was approved by unanimous vote. Director Baldrige was not at this meeting so elected to abstain.
  
- V. REPORTS
  - a. Treasurer’s Report
    - i. Year-end Financials – No action on approving these financials until the audit has been completed.

- ii. January Financials – The balance sheet and budget-to-actual reports were reviewed. Accounts above 8% (1/12<sup>th</sup> of a year) were noted. The contingency fund and vehicle replacement funds were separated from internal operating funds to make budget comparisons easier. A new section has been added to the bottom of the budget-to-actual report that shows our cash on hand at the end of the month and expenses for the new truck. These expenses will be tracked and deducted as the payments are made. This gives a clearer picture of our cash on hand as these expenses are accrued throughout the year.
  - 1. Director Brinkman requested that Director Baldrige add an additional column to the budget-to-actual report, showing the over/under values for the month in addition to the year.
- iii. Audit Status – All relevant financial statements have been submitted to the accountants to prepare the 2019 Audit.

b. Secretary's report

- i. Upcoming deadlines – Board Meeting calendars from previous years show that Board goals for the year have traditionally been approved at the February meeting. No further discussion at this time.
- ii. Election Update – Marty Butley and his wife, Gayle, went through Designated Election Official training and recently published Notices for Self-Nomination in the Times-Call. We have received one submission so far.
- iii. AMR Contract – After the January work session, Director Koslov wrote to the Sheriff, asking for a copy of the AMR contract for service to Boulder County, which she received and forwarded to the Board Members and the Chief. There have been questions at prior meetings about what AMR has committed to, so that we can keep tabs on whether they are meeting their contractual obligations. If AMR doesn't meet the specific response time terms spelled out in their contract, they are required to make whatever changes are necessary in order to meet those terms.
- iv. Chief's Report - Chief Trevithick was not able to attend so Assistant Chief Benzel reported on his behalf
- v. Fuel Tanks – No change on the County approving the fuel tanks that we have. We cannot return or exchange them, and selling them would recoup only a portion of what we paid. Our final option is to move them onto private property zoned for agriculture. Roberta Sadar has land that we can use and

would likely charge little more than the overhead fees. We will need to get an agreement in writing, detailing the terms, access, restrictions, etc.

- vi. Shift Coverage – Assistant Chief Benzel reported that there was only one 12-hour shift that was not covered, and there were no calls during that time. There was only one 12-hour shift with just a single person on staff; the rest of the month was fully covered.
- vii. LEU Status – Assistant Chief Benzel presented the new contract with LEU. There are two main differences from the previous contract:
  1. Auto Aid Response: On all Structure fires toned with in the Hygiene Fire Protection District, LEU agrees to respond with their cascade unit and personnel.
  2. Mutual Aid Response (as needed): All requests as deemed necessary per the incident commander according to Section 2, response levels of this Agreement.
    - A MOTION to approve the new LEU contract was made by Director Brinkman. Director Snyder seconded, with the addition that Chief Trevithick is approved as a signatory. The motion was approved by unanimous vote.
    - As Board Secretary, Director Koslov will be the second signer on the new LEU contract.
- viii. Temporary Training Sites/Cemex lease – Training Captain Barnaby has spent a year trying to get a lease agreement in place with Cemex and it's becoming clear that it isn't going to happen. They want to impose too many corporate restrictions and limitations on access, activity, etc. We need an in-District facility that would allow the Department to respond to calls with minimal delay and conduct ongoing training under all NFPA-mandated scenarios. The option now is to move to private property or establish some kind of agreement with Boulder County that would allow us to use Open Space land within the District. In the meantime, trainings are continuing to take place at the Boulder County or Longmont facilities, but neither location is logistically or geographically conducive to maintaining department responsibilities.
  1. In addition to her offer to house the fuel tanks, Roberta Sadar has agreed to allow the HFPD to move training equipment from Cemex onto her property as a temporary solution, until we can secure land within the District on which to set up permanent facilities.
    - Director Snyder requested that Chief Trevithick put together a lease proposal for temporarily locating training facilities and fuel tanks on the Sadar property.

- If the HFPD offers compensation to rent space on private property, we would need to present the offer for public bids to prevent any allegations of nepotism or partiality. However, Roberta has indicated that she may not charge much more than the basic upkeep expenses, in which case there is no competitive benefit.
2. Alternatively, the HFPD could explore purchasing land. Boulder County noted that, in order to set up training facilities, we should go through the same time- and labor-intensive process as if we were building a new house, which would mean conducting sampling and testing, applying for building permits, etc. However, it was also stated that, as a Special Fire District, we are not required to proceed through those steps. It was not clear whether the same statement would apply to the fuel tanks.
- There was some concern about how this dispensation would be applied if these actions took place on private land. Training Captain Barnaby has researched the issue and reported that – as long as there is a written lease agreement in place between the property owner and user that covers legal training activities – the County cannot interfere.
  - The best long-term solution would be to get Boulder County to allow us to use Open Space land within the District. Chief Trevithick and Training Captain Barnaby will pursue discussions to that end.

#### ix. Other Issues & Opportunities

1. The Colorado Division of Fire Prevention and Control is going to have their mobile driving simulator unit at the Hygiene Fire Station April 6<sup>th</sup>-10<sup>th</sup>. They will conduct several training sessions throughout the day and participants will have the chance to “drive” a variety of apparatus that may not be part of their respective fleets. Hygiene members can start signing up this weekend and will have scheduling priority. At the end of the month, Assistant Chief Benzel will send notice of the opportunity to surrounding agencies to fill all the remaining timeslots. Multiple departments applied for the chance to host this training experience and there’s a lot of excitement that Hygiene was chosen as the winning applicant.
2. Work Session Discussions – After the most recent work session, some participants had additional “offline” discussions, which lead to some confusion and concern among the operating staff. Chief Trevithick requests that all Work Session discussions be limited to those in attendance and confined to the officially designated time and place.

## VI. OLD BUSINESS

- a. Newsletter – Postcard notices alerting people to the newsletter have recently gone out and we've since received 10 new email sign-ups.
- b. Current Service Status – At the last work session, the Board discussed how to go about evaluating the service currently being provided by the HFPD, including updating tables and charts from five years ago. The ALS vs BLS issue is still in question and we are trying to determine how many of our calls could be served by BLS service. Assistant Chief Benzel reported that we are still trying to get in touch with the people who would have the breakdown of those numbers.
  - i. EMS Lieutenant Sugg will take steps to put together a report detailing statistics on ALS vs. BLS calls and send to the Directors for the March meeting.
- c. Command personnel's personal use of District vehicles – Director Baldrige will write a SOP for command vehicle use, with input from the Board Members. Director Cole will look into insurance limitations.

## VII. NEW BUSINESS

- a. In anticipation of the new engine that will be delivered this year, Director Cole suggests cutting the number of engines to accommodate space limitations at the station. Additionally, part of the District has been annexed out, so our service territory has contracted slightly. Instead of having the new engine replace 2802, Director Cole recommends having it replace 2801. The current 2801 can then be sold, once it hits the 20-year mark at the end of this year. The new engine is a Type 1-Type 3 hybrid, which is capable of fighting structure fires and wildfires, so we'll be better equipped to handle a wider variety of situations, even though we'd have fewer apparatus. Not purchasing a replacement for 2801 would save space and almost a ½-million dollars in replacement costs.
  - i. The consensus from the attending members was that there is enough space to accommodate three engines, and having a third, functioning, backup engine is more valuable than the income we may be able to get from selling it, even if it is older than the 20-year industry standard retirement age.
- b. Banking and Investment Plan – Director Baldrige presented a proposal for consolidating our bank accounts and redirecting some of our savings into an investment institution.

- i. Bank Consolidation – We have six bank accounts across three different institutions, which make tracking and reconciling difficult. Director Baldrige proposes consolidating down to two accounts at Bank of the West.
  1. Property taxes would be deposited into account “A,” and would be used for automatic transfers to account “B” to cover the amounts needed for payroll and credit card charges. The goal would be to keep a balance of approximately \$100,000.
    - Excess funds in account “A” would be deposited into the new investment account.
  2. Account “B” would be used for vendor payments and payroll. Because this account would be linked to multiple vendors for automatic payment withdrawals, it has a higher vulnerability to online security breaches. Account “B” would therefore maintain a much lower balance (~\$25,000) to minimize potential loss.
  3. CONSOLIDATION PLAN presented by Director Baldrige
    - 1) Transfer Wells Fargo funds into Bank of the West 0440 account, close that WF account
    - 2) Transfer Independent Bank Savings 2625 to Bank of the West 0440, close that IB account
    - 3) Transfer Independent Bank Savings 9516 to Bank of the West 0440, close that IB account
    - 4) Transfer Independent Bank 4130 balance to Bank of the West 0440, close IB account 4130, cancelling the lone debit card on that account.
  4. A MOTION to take all the actions listed in the consolidation plan and authorize Director Baldrige to enact them was made by Director Baldrige. Director Brinkman seconded and the motion was approved by unanimous vote. Director Cole and Director Brinkman will be the authorized signers on the Bank of the West accounts.
- ii. Investment Institution – Our savings are earning a very low rate of interest (0.15%); moving to an investment account could earn between ~1.5% and ~1.8%. The investment account would house all extra funds and money would flow back and forth between investment and bank accounts as needed. Director Baldrige would like to open two investment accounts and presented three possible institutions that are authorized to manage public funds: Colotrust, CSafe, and CSip. All three specialize in the management of funds for Colorado local governments. CSafe has the best yields but their fees are also the highest. Colotrust’s fees are slightly lower but, correspondingly, so are

their yields. Director Koslov asked Director Baldrige to put together a side-by-side comparison of yields, fees and other pertinent matters for each fund, using both the high and low yields.

1. Investment account "C" would hold all excess funds except Capital account funds.
  2. Investment account "D" would be a Capital account to hold budgeted contributions for Capital purchases, and other donations from individuals and our 501(c)3.
- c. US 36 is going to be closed for repair for a month in March. Emergency vehicles will still be allowed to get through, and Estes Park is going to stage an ambulance at Pinewood Springs. Lyons will likely serve an increased number of traffic incidents. AMR will try to station an ambulance closer to the area and Big Elk will fill in ambulance service when AMR can't.

#### VIII. AGENDA NEXT MONTH

- a. Work Session? - No discussion
- b. Regular Meeting –Director Brinkman will not be able to attend the meetings in March, April and May. The Board Members attempted to reschedule meetings to accommodate but other members had conflicts on the proposed dates. Ultimately it was decided to keep the meetings as they are currently scheduled.
  - i. All members are aware that there needs to be a quorum at the March meeting to approve the investment resolution.

#### IX. ADJOURNMENT – A MOTION to adjourn the meeting was made by Director Brinkman at 9:25 PM.

#### Motion/Resolution Summary:

- MOTION to approve the December 11, 2019 regular meeting minutes
- MOTION to approve the January 8, 2020 regular meeting minutes
- MOTION to approve the January 26, 202 special meeting minutes
- MOTION to approve the new LEU contract, with the addition that Chief Trevithick is approved as a signatory
- MOTION to take all the actions listed in the consolidation plan and authorize Director Baldrige to enact them
- MOTION to adjourn the meeting

## **ACTION ITEMS:**

### **Chief Trevithick**

- Put together a lease proposal for temporarily locating training facilities and fuel tanks on the Sadar property.
- EMS Lieutenant Sugg agreed to take steps to put together a report detailing statistics on ALS vs. BLS calls and send to the Directors for the March meeting.

### **Assistant Chief Benzel - NONE**

### **All Board Members**

- Provide Director Baldrige with input on the SOP for command vehicle use

### **Director Snyder - NONE**

### **Director Baldrige**

- Add an additional column to the budget-to-actual report, showing the over/under values for the month in addition to the year
- Write an SOP for command vehicle use, with input from the Board Members
- Put together a side-by-side comparison of yields, fees and other pertinent matters for each fund, using both the high and low yields

### **Director Koslov - NONE**

### **Director Brinkman - NONE**

### **Director Cole**

- Look into insurance limitations of command personnel's personal use of District vehicles

### **Executive Assistant to the Board**

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