

**Hygiene Fire Protection District**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**Fire Station, 7523 Hygiene Road**  
**Wednesday, November 10, 2021**  
**7:00 p.m.**

*This meeting was conducted both in person, as well as virtually through Zoom teleconferencing software. Brian Sanders was the meeting Host.*

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

**Directors Not in Attendance:** Devon Martin

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

**Meeting Attendees:** Firefighters Turner, Chambers, Olalla, and Novickis

I. PENSION BOARD AS NEEDED – We received matching funds from the state. We will look at doing another actuarial study next year to evaluate the possibility of increasing the monthly pension payout.

II. CALL REGULAR MEETING TO ORDER – Regular meeting called to order at 7:08PM

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

IV. APPROVE MINUTES

- a. Regular Meeting, October 13, 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.

V. REPORTS

a. Treasurer's Report

- i. The budget-to-actual report was reviewed. Rental income is high because of the new rental agreement with the Post Office. We are estimating a baseline of \$75k in deployment income annually, but wildland income is down this year

overall because there were fewer opportunities to deploy apparatus, although there is still a chance to get close to that target before the end of the year. 2832 went out recently, so we are hoping to receive ~\$25k for that. Equipment (Fire & Rescue) expenses are slightly high, but will probably align with projections by the end of the year. Insurance expenses will come in ~25% below budget because of reimbursement payments from recent claims, which reduces the outlay for the year. We've only spent 10% of the amount budgeted for Medical Equipment. This account often tends to run below budget, so we will need to reevaluate how much is allocated for the 2022 budget.

- ii. Ron Tribbett confirmed that we do not have insurance on the Post Office, so we need to get liability and basic property insurance as soon as possible. We will need to provide a lot of information before we can get coverage, possibly including a copy of the deed.
  - 1. Director Martin has worked on a lot of the Post Office transactions and will probably have access to documents that the underwriters need. Chief Trevithick will forward the email from the insurers to her to follow up on.
  - 2. Tribbett focuses mainly on insurance for Fire Departments, so it may be a good opportunity to shop around. The Post Office almost certainly has its own insurance, but we need to have coverage as the property owners.
- iii. Director Sanders requested that Chief Trevithick finalize all non-recurring purchases by the end of the month.
- iv. No action has been taken on the sale of the old Type 6 because we need to do some repairs before putting it on the market. Chief Trevithick is thinking of posting it on a Diesel site vs. a Fire site, because all fire-related equipment has been removed from the vehicle. We are looking to get between \$10k and \$15k.
- v. The new, higher mill levy gives us a ~\$250k more income than the amount used to build the original 2022 budget. We will need to revisit the inputs to incorporate those additional funds.

- vi. There are a number of budget documents that need to be prepped and approved. Director Sanders will reference the examples from last year, to use as a guide for filling out this year's forms.
- vii. The 10-year financial forecast needs to be updated to reflect the new mill levy, as well other income/expense activity that has occurred in the last few months.

b. Secretary's report

i. Dates and Deadlines

1. We need to publish the notice of budget and hearing before the December Regular Board Meeting.
2. The budget must be approved by December 15<sup>th</sup>.
3. The mill levy certification must be submitted to Boulder County by December 15<sup>th</sup>.
4. The Christmas Party is scheduled for December 3<sup>rd</sup> at Shupe's Homestead in Longmont. Cocktail hour begins at 6:30PM.

c. Friends of Hygiene – Nothing to report

d. Election Official

i. The mill levy ballot issue passed with ~2/3 of voter approving the increase!

1. In addition to the HFPD providing such quality service, there was speculation that the mill levy increase passed so successfully because there were few other entities asking for tax funds on this ballot.

e. Hygiene/Lyons Report – Director Brinkman reported that Lyons is in a different mindset that we are. They already had their lawyers review the various merger options that Chief Zick developed earlier this year. The first joint meeting was two weeks ago, and it was clear that the two Departments had different ideas even about

the purpose of the meeting itself. Lyons' representatives came in looking to discuss merging and Hygiene was interested in developing ways to explore making some of our joint operations more efficient.

- i. We will continue to look for ways to enhance each other's operation but, from Hygiene's standpoint, anything further is very premature. For the near future, we are not planning to take any steps that would require getting lawyers involved.
- ii. At the first meeting, Lyons made a couple of operational and financial revelations that makes the prospect of merging less appealing. We would need to find out more before we even consider combining in any real way.
- iii. The next meeting will take place on December 7<sup>th</sup>.
  1. Director Sanders had asked for copies of Lyons' financials and budget. Chief Trevithick has been trying to get them but so far minimal success.
  2. It was noted that the dialogue at the meetings needs to first focus on "working together." We want to leverage cooperative efforts to make our operations more efficient, not start laying the foundation to combine Districts.
- iv. We still want to continue conversations with Lyons on how to get faster ambulance service to our respective Districts. Director Brinkman referenced a nearby ambulance authority as an example of how Lyons and Hygiene could potentially collaborate to manage this problem. Each Department could provide the medical manpower, and we could share the costs to staff and equip the ambulance.
  1. The joint committee will discuss the issue and try to come up with possible solutions to the ongoing ambulance service problem.

f. Chief's Report

i. Run Data – The report couldn't be completed in time for the meeting, but will be emailed when complete. Chief Trevithick summarized some of the highlights.

1. Small grass fire – Hygiene responded, and Lyons was automatically toned for support. The Departments worked successfully together and the fire was quickly put out. The Auto Aid agreements are working well

2. Structure fire – A fire started in the basement of a home and eventually worked its way up through the roof. There were a lot of responding Departments on the structure fire. In addition to Hygiene, members from Lyons, Lefthand, Pinewood and Longmont all answered the call.

- Arson is suspected as the cause of the fire.

3. Hygiene sent a tender to help with the prescribed burn yesterday at Hall Ranch.

ii. Shift Coverage – Assistant Chief Benzel provided a handout of shift coverage data for last month. Pretty good coverage in November overall. There were only three 24-hour (cumulative) periods that were not covered. He also reported that he interviewed 13 people recently so there is a lot of interest in joining the Department.

1. Assistant Chief Benzel also took the opportunity to express his appreciation to those Board Members who attended Will Easland's funeral.

iii. Deployments – Chief Trevithick still has six bills to send for single-resource deployments. We don't expect many more deployments from now until next season. We are trying to focus on training Engine Bosses and Type 1 Wildland Firefighter.

iv. Grant Update

1. All information from all participating Departments has been submitted to the grant writer; he is now actively working on the joint application for both the SCBAs and radios.
2. Chief Trevithick and FF Wurzer met with Paul, a member of the Four Mile Fire Department who writes grants for local funds. Paul is going to work with FF Wurzer to show him how to research and pursue local grants, so that we can make applications to fund smaller, more Hygiene-specific needs.
3. Director Butley asked whether we could apply for grants (for different funding) both as part of a group, as well as a single entity. There is a lot of grant money available and we should be trying for it.
  - We already have a lot of the information that we would need to input on most grant applications: number of calls, geographic distribution, etc.
  - Director Sanders would like grant funding to be priority in 2022. There are even grants to hire people to research and apply for grants. Lyons received this type of grant, which partially funded this type of position for ~3 years.
  - Chief Trevithick suggested creating a committee to review all of the FEMA grants available and develop a spreadsheet of the ones we could apply for, their deadlines, qualifications, etc. We could try for vehicle grants, grants to rebuild the station, staff positions, etc.
    - i. Director Butley expressed interest in serving on this committee, and volunteered to start reviewing possible grants for next year.
- v. Boy Scout Charter – We were approached by Cub Scout Pack 673 about becoming a Charter Member, but it was agreed that that would be more of a commitment than we could manage. They are also looking to hold a Pack

meeting November 12th, and wanted to know how much we would charge. Director Sanders will look into the situation and follow up with the Board.

1. The HFPD has donated supplies to the Boy Scouts before, and also helped a Girl Scout Troop earn some fire-related patches.

vi. Other Issues & Opportunities

1. Draft Budget – Chief Trevithick received all the budgets from the various Lieutenants and reviewed them. He had to cut out quite a few requests initially, but it all eventually came down to a reasonable level. We still need to add payroll, but the numbers are good otherwise.

## VI. OLD BUSINESS

a. 2022 Budget

- i. With the recently passed mill levy increase, the rent increase and other small revenue streams, we have just over \$1M in available income for 2022. The lawyers verified that the newly approved 11.099 mill levy will commence January 1, 2022.

1. Director Sanders reported that, due to debrucing, we are not limited by the 5.5% rule. This means that we will receive the full 8% increase in property tax assessment revenue next year.

2. As an operation that receives most of its income from property tax revenue, we need to be sure to maintain the legally-mandated contingency percentage. Director Sanders will contact our attorney for more information.

- ii. Administration/Overhead: Includes non-Department payroll, board expenses, elections, etc. Minimal change from last year. Director Brinkman is term limited so we will need to fill at least one spot. It's possible that we will need to

hold Board Member Elections in 2022 if there is more than one person interested in serving in his position.

- iii. Buildings: Chief Trevithick would like to get a new message sign to replace the one next to the bays, along 75<sup>th</sup> Street. Ideally, we would get an electronic one so that the message display could be quickly and easily changed. We plan to repaint the building and replace the CO sensors on the trucks.
- iv. Community Outreach: Mostly unchanged from last year because very little of the funds were used due to COVID restrictions. There was some discussion about whether we should plan to do any newsletter mailings in 2022.
- v. Dues & Subscriptions: We've paid on IamResponding through 2023, but there was talk about switching to an alternative system thereafter. Chief Trevithick will look into some of the suggestions that were made for alternative tracking/notification applications, but it was noted that the value of IamResponding also comes from the fact that it is the system used by most other Departments. If we changed services, we may not be able to integrate with others.
- vi. Equipment – Fire & Rescue: Both Repairs/Maintenance and Apparatus account totals have been trimmed way down from the amounts originally proposed. The line items with the highest budget are new bunker gear and uniforms (for 12 people), and replace the fridge and water heater in the station. Although the water heater will be purchased this year with 2021 funds, if there is enough left to cover the cost. We are hoping that the SCBA expenses will be paid for with grant funds, but have included funds to test, repair, and maintain our existing SCBAs in case our application is not approved. If we receive the grant, the amount budgeted for these expenses will drop from ~\$14k to \$400 because repair and maintenance costs will not apply to new equipment.
- vii. Wildland: Boulder Rural donated Defender Fire Packs to the HFPD, but we still need fire shelters, wildland attire and accessories, chainsaws and various hand tools.
  - 1. The budget includes estimated costs for seven radios for wildland use if we do not get the radio grant. We will need to purchase some new radios in 2022 no matter what, but if we receive grant funding then

we can outfit the entire department, and the radio expense will be reduced by the corresponding amount.

viii. Equipment – Medical: The agreement with AMR allows us to replenish supplies from their ambulance. We don't know whether or not the contract with AMR will be renewed. If Boulder County goes with another service, we may not have the same level of access, which means that medical supply funds need to be included in the budget to purchase our own.

ix. Insurance: No change overall from last year's budget. We signed a 2-year term so 2022 expenses should be very similar to what we paid this year.

1. Most Worker's Compensation insurance expenses come from deployments. The more deployments we have, the higher the cost, but the additional expense is billed to the government for reimbursement.

2. We may want to drop our equipment coverage down. Right now we are insuring at the purchase prices, but if a vehicle is totaled, we are unlikely to get anywhere near what the topline payout is. We could potentially save money on insurance premiums if we had lower coverage rates. Chief Trevithick will follow up with Tribbett and see whether there might be a better balance between coverage and premiums.

3. Chief Trevithick will get a quote for the Post Office from Tribbett tomorrow, and look around for others if the quote seems high.

x. IT & Communications – Software: G-Suite expense has been updated to reflect the new, higher rate that Google will charge in 2022. Other than that, account expenses are relatively similar to 2021.

1. Emergency Reporting was purchased by another company, so it seems likely that prices could go up next year. We will know more about the changes for the December meeting.

xi. Payroll:

1. The budget currently includes a 3% pay raise in all payroll categories and a \$1/hour increase for the two hourly employees, although these increases are still subject to Board approval. The District Manager salary will continue to be discussed.

- Chief Trevithick advocated for regularly allocating funds to pay grant writers. The writer could be from inside or outside the Department, but we should have funds available to act on promising grants when they become available.

i. Top priority for next year should be to apply for grants to replace the station.

2. Chief Trevithick oversees the Training & Personnel Manager, and will make payroll decisions for that position.

xii. Pension: We are allocating .5 mills of the assessed property values to the pension fund, but we may need to cut back because our actuary says that we are still over-funded relative to volunteer trends. For now we will continue at .5 mills.

xiii. Personnel: The amount earmarked for the 2022 Holiday/FF Recognition Dinner is the same as last year, but should probably be raised to account for rising prices. The Board decided to increase the amount by 20%.

1. We still need to get plaques made for former Directors Koslov and Baldrige. The verbiage has been finalized; it just needs to be added to the plaques so that they can be awarded at the Holiday Dinner.

- Director Snyder will invite Judy and Molly to the party

xiv. Professional Services: Similar to last year for attorney fees; a little more is included for CPA expenses.

xv. Shift Program: We've used the same calculation as last year for total hours, but the overall cost is a bit higher to incorporate a slight wage increase.

1. Wage rates for the Shift Program will be discussed at the Regular January Board Meeting, but for now, the amount budgeted will stay as it is.
  2. There was discussion about the increasing number of gaps in shift coverage. It was suggested that we may want to revisit the format of how shifts are structured, and look more closely at how effective paid vs. volunteer coverage is.
- xvi. Supplies: We've run well over on fuel expenses for this year, so the budget was increased in an attempt to mitigate a repeat overage in 2022.
- xvii. Training – Fire & Rescue: The top amount budgeted is for academy, classes, and mandatory conferences. Second is for a new smoke machine. Third-highest expense is the annual membership fee to use the Boulder County training facility.
1. Director Sanders noted that there have been some comments about the Conexes (used for training) that are sitting out front, and asked if they could be moved elsewhere, from a street/curb appeal. Chief Trevithick reported that they could be moved to the Longmont training center. It was important to keep them close but will be easier to spare people for training when they go to Longmont now that we have expanded Auto Aid agreements with Lyons.
- xviii. Training – Medical: Very similar to last year. It includes the cost to send two members to EMT school on scholarship.
- xix. Utilities: Similar to last year, although we hope to drop Voice Service next year and switch to a cheaper option.
- xx. Buy in 2021: There are a few larger expenses that we were planning to include in the 2022 budget, but Chief Trevithick is hoping that we will have enough in surplus 2021 funds to purchase them before the end of the year.
- xxi. Capital Expenses: Since we don't know if our grant applications will be approved, the Board agreed that the budget should include Capital Expense

funds to purchase new radios and SCBAs. The equipment our firefighters are using is unreliable, which puts their lives at risk. We will pull from savings if needed.

b. Green House

i. Lease – Chief Trevithick will send the final version of the lease to the Board Members for signatures.

ii. Acquisition – No discussion

c. Christmas Party, December 3<sup>rd</sup> – Everyone who intends to come needs to sign up asap.

## VII. NEW BUSINESS

## VIII. AGENDA NEXT MONTH

a. Work Session – November 27<sup>th</sup> at 12:30PM

b. Regular Meeting – No discussion

IX. ADJOURNMENT – There was a MOTION to adjourn the meeting, and the meeting concluded at 10:33 PM.

### **Motion/Resolution Summary:**

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

### **ACTION ITEMS:**

#### **Chief Trevithick**

- Forward the email from the insurers about the Post Office to Devon to follow up on
- Finalize all non-recurring purchases by the end of the month

- look into tracking/notification applications as an alternative to lamResponding
- Contact Tribbett to see whether there might be a better balance between coverage and premiums
- Get a quote for the Post Office from Tribbett, and look around for others if the quote seems high
- Send the final version of the lease to the Board Members for signatures

**Assistant Chief Benzel – NONE**

**Pension Board Chair Bashor – NONE**

**Department Officers – NONE**

**All Board Members – NONE**

**Director Snyder**

- Invite Judy and Molly to the party

**Director Brinkman – NONE**

**Director Martin – NONE**

**Director Sanders**

- Look into the Boy Scout/Rental situation and follow up with the Board
- Contact our attorney for more information on the legally-mandated contingency percentage

**Director Butley – NONE**

**Executive Assistant to the Board**

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