

Hygiene Fire Protection District
P.O. Box 83, Hygiene, CO 80533
Board of Directors Regular Meeting Agenda
Wednesday, January 9, 2019
7:00 p.m.

Directors in Attendance: Scott Snyder, Judy Koslov, Don Cole and Molly Baldrige.

Directors Not in Attendance: Steve Brinkman

Department Personnel: Chief Cody Trevithick, Training Captain Russ Benzel, E/A to the Board Jennifer Cook

Meeting Attendees: Firefighters Tolman, Barry, Martin, and Filmore, and Department website creator Brian Sanders

- I. PENSION BOARD AS NEEDED – Called to order at 7:01 PM.
 - a. Director Baldrige reported that we received 90% matching funds from the state.
- 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 12 – 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.
 - b. November Study Session – A MOTION to approve the study session minutes was made by Director Baldrige. Director Koslov seconded and the motion was approved by unanimous vote.
- V. REPORTS
 - a. Treasurer’s report
 1. December Financials – Director Baldrige reviewed the December financials, provided final figures for 2018 and gave some examples of transactions for the listed accounts. The Department generated more income for the year than was budgeted and there were fewer expenses than planned for. The 2018 financials will be sent to the CPA to prepare the exemption from audit and accounting statements for the year so the 2018 financials will be adopted at either the February or March Board meeting.
 2. There are two payroll expenses for wildland deployments that were newly added mid-year and therefore do not have a budget to actual comparison. The federal government will reimburse these costs in full at some point in 2019 but they will remain on the 2018 books as a reimbursable expense. It

was reported that the government is currently running ~3 months behind on these types of reimbursements.

3. There was a slight change made to some of the wording in the 2019 budget in regards to the shift staffing program. Rather than listing a specific number, the rate of compensation for the lowest pay grade was changed to “minimum wage,” in order for the rate to continuously reflect the legally required minimums.
4. Since the last meeting, Director Baldrige made some immaterial changes to the 2019 budget, which she pointed out to the Board.

b. Secretary’s report

i. Upcoming deadlines

1. An updated transparency notice must be filed with the state and various divisions of the county, which Director Koslov has done.
2. The 2019 budget must be submitted to the state by January 31st.
3. A current and accurate map of the District boundaries must be filed with the state and county by January 31st. Director Koslov reported that there were no changes to the boundaries in 2018 and that she has submitted the appropriate filings.
4. The Board must decide on and approve the locations where all notices for the HFPD will be posted in 2019. Director Koslov will file the appropriate forms with the results.
 - A MOTION to continue to post all notices in the same locations – the firehouse, the post office, and Mountain Fountain – was made by Director Koslov. Director Snyder seconded and the motion was approved by unanimous vote.

c. Chief’s Report

- i. Chief Trevithick reviewed some of the more significant calls that took place since the last meeting. Response times are excellent when people are on shift; if there is no one on shift the response times increase but they are still within an acceptable range and all calls have gone well. There was not a lot of activity in December but January started off quickly with 7 calls on January 1st.
- ii. 2841 Vehicle Title – Temporarily put on hold over the holidays but Chief Trevithick will work on securing this last title.
- iii. IT Program – Auxilliary Volunteer Bob Barnaby and Training Lieutenant Barnaby have hardwired nearly everything. The next step is to transition the Department to an internet-based phone system. This eliminates the need to pay for phone service and makes it possible for Department members to access voicemail by auto sending audio files to their email.
- iv. Other Issues & Opportunities

1. Harassment Training – First training of the year with the new program was Monday. Everyone associated with the Department must go through harassment training or provide proof of certification from an outside training program.
2. Fuel Tanks – Chief Trevithick would like to install two aboveground fuel tanks on the adjacent rental property. Hill Petroleum will lease tanks for free and make bulk deliveries of both diesel and gas. We will have to buy pumps and set up a self-containment spill system around the tanks. Chief Trevithick listed a few of the security measures he plans to take to prevent unauthorized fuel use. Having our own fuel tanks will save the Department money, reduce multiple receipts to a single invoice, and provide a reliable supply of quality fuel. Chief Trevithick will continue to look for a good price on stationary self-contained tanks and ask Fire Marshal Homyak to see if there are any fire code restrictions or requirements.
3. Shift Staffing Program Report – Training Captain Benzel provided the Board with a month-by-month overview of coverage since the program was first implemented in April. The first month had 82% coverage but it rose quickly in the next month and averaged 99% coverage over the nine months that the program was in place in 2018. There are 13 people - out of 37 - that are participating in the SSP and most of them fall into the second level pay grade and certification. There are two people who are at the first pay grade and three at the third (highest) pay grade. Sunday is the most difficult day to get coverage. Saturday can also be difficult but that is partly due to academy training conflicts.
4. New Assistant Chief – At the last Association meeting Chief Trevithick promoted Training Captain Benzel to the Assistant Chief position. (Congratulations, Russ!)

VI. OLD BUSINESS

- a. 501(c)(3) (Steve) – Director Brinkman was not in attendance so there was no update.
- b. Training & Personnel Manager Job Description – Chief Trevithick sent the most recent version to the Board.
 - i. In order to justify creating a new taxpayer-funded position, Director Baldrige requested that the description be rewritten to emphasize the training responsibilities and focus less on the administrative duties.
 - ii. There are multiple people reviewing and correcting multiple versions that it is becoming confusing. Meeting Attendee Brian Sanders suggested that this task should be done on Google Docs so that everyone could see a record of all the changes, who made them, and when it was done. He volunteered to help the Board get set up with the software and familiarize them with it.
 - iii. There was some discussion about overlapping use of the terms, “Fire District” and “Volunteer Fire Department,” within the job descriptions and within the organization overall. The Fire District is governed by the Board and funded by property tax revenue. The Volunteer Fire Department is the Firefighters and

Department activities (such as the pancake supper) are funded through donations. The Board questioned whether there was a need for the two separate divisions and if there was a way for the two to ultimately be joined under a single set of policies and bylaws. No decision was reached and the Board members will discuss the idea further at a later date.

- c. District Manager Job Description – Director Snyder would like to see the duties more clearly defined within Chief Trevithick’s two jobs. There’s a lot of overlap and the responsibilities need to be distinct from each other with the idea that the two jobs could ultimately be done by different people. Code duties need cleaning up since they are mentioned in multiple places.
- d. Fire Chief Job Description – See VIc
- e. Wildland Policy – Chief Trevithick sent the Board the latest version of the policy but he would like to make further changes and separate the policy into three wildland SOPs: Deployments, Reimbursements, and Wildland in Hygiene.
 - i. Director Baldrige requested that Chief Trevithick make updates and post the latest version(s) of the policy on Google Docs, along with all other wildland deployment-related documents so that the Board can be informed of what is being agreed to and understand the possible impact on resources. She would also like Chief Trevithick to post Department SOPs – of any kind – to Google Docs so that the Board can review them as well.
 - ii. We are still trying to get onto the Resource Ordering System (ROS), which is the list that the US Forest Service uses to track available resources across the nation when there is a need for expanded emergency services.
- f. CeMex Lease – Little progress made over the holidays but CeMex attorneys are evaluating the ramifications of leasing property to the District and there is a walk-through scheduled for later this month.
- g. New Engine – Training Lieutenant Barnaby sent engine specs for bid to a variety of custom manufacturers. The truck committee is going to meet to discuss the replies and analyze the possibilities in order to get the price closer to what was planned. The pros and cons of each option will be entered into a spreadsheet and provided to the Board for review

VII. NEW BUSINESS

- a. Contract with Mt. View FPD for vehicle maintenance – Our current mechanic is not located nearby, which can make it difficult and expensive to transport vehicles to him. Mountain View has certified Rosenbauer mechanics who would be willing to come to the Hygiene station for vehicle repairs and maintenance. Chief Trevithick is finalizing some of the contract details and will send to the Board for review.
- b. Minimum Wage Increase – Starting January 1st the new minimum wage is \$11.10 and will increase by again to \$12.00 in January 2020. Since the level one pay grade is minimum wage, the new higher minimum is now higher than level two. A MOTION to raise the level one pay grade to \$11.10, raise the level two pay grade to \$11.90 and keep level three the same at \$13.50 was made by Director Baldrige. Director Cole seconded and the motion was passed by unanimous vote.

- c. Study Session in February? – The Board will meet February 9th at 9AM to discuss:
 - i. Google Docs
 - ii. Contract with Mountain View mechanics
 - iii. Master plan/Board goals
 - iv. Vehicle replacement schedule
 - v. Newsletter?

VIII. Other business

- a. New Website - Brian Sanders attended the meeting to answer questions on the new website and make suggestions for possible additions based on meeting observations. FF Novickis has been working with Brian and will help to keep the website updated. Director Koslov has to send Board Agendas to the state and will copy Brian so that he can post it on the website.
- b. Gun Raffle at the Pancake Supper – The meeting attendees discussed the pros and cons of offering guns as a raffle item. The Board agreed under the following terms: No more than two firearms of any kind will be offered; the firearms will be represented by a picture and will not be anywhere on the premises; HFPD must not be attached in any way as owning or selling the weapons; and raffling weapons will not be an established offering and the issue will be revisited every year. Director Cole opposed raffling weapons of any kind, regardless of the conditions or circumstances.
- c. The Department committed to offering free CPR classes to members of the HFPD. Training Captain Benzel will coordinate with Brian Sanders to get notices about quarterly classes and signup sheets onto the website and in the newsletter.

- IX. ADJOURNMENT – A MOTION to adjourn the meeting was made by Director Baldrige at 9:12 PM. Director Koslov seconded and motion was approved by unanimous vote.

Motion/Resolution Summary:

- MOTION to approve the regular Board meeting minutes
- MOTION to approve the study session minutes
- MOTION to continue to post all notices in the same locations – the firehouse, the post office, and Mountain Fountain
- MOTION to raise the level one pay grade to \$11.10, raise the level two pay grade to \$11.90 and keep level three the same at \$13.50
- MOTION to adjourn the meeting

ACTION ITEMS:

Chief Trevithick

- Work on getting the title to 2841
- Continue to look for a good price on stationary self-contained tanks and ask Fire Marshal Homyak to see if there are any fire code restrictions or requirements
- Modify the Training & Personnel Manager Job Description to emphasize the training responsibilities and focus less on the administrative duties
- Clean up code duties in the job descriptions since they are mentioned in multiple places.
- Eliminate overlap in duties between the Chief's two job descriptions
- Separate the policy into three wildland SOPs: Deployments, Reimbursements, and Wildland in Hygiene
- Post the latest version(s) of the policy on Google Docs, along with all other wildland deployment-related documents
- Post Department SOPs – of any kind – to Google Docs
- Finalize the details of the agreement with Mt. View mechanics and send to the Board for review

Training Captain/Assistant Chief Benzel

- Coordinate with Brian Sanders to get notices about quarterly CPR classes and signup sheets onto the website and in the newsletter

All Board Members

- Discuss the need for the two separate divisions (Fire District and Volunteer Fire Department) and if there is a way for the two to ultimately be joined under a single set of policies and bylaws

Director Snyder - NONE

Director Baldrige - NONE

Director Koslov

- Send Brian Sanders copies of all Board Agendas when sending to the state

Director Brinkman - NONE

Director Cole - NONE

Executive Assistant to the Board

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