

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

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

Directors Not in Attendance: None

Department Personnel: Assistant Chief Russ Benzel, Pension Board Chair Paul Bashor, and E/A to the Board Jennifer Cook

Meeting Attendees: Firefighters Fillmer, Olalla, Turner, and Olson; District resident Brian Sanders; Halle Mathues

- I. PENSION BOARD AS NEEDED – Called to order at 7:00 PM
 - a. Actuarial Study – HFPD monthly payouts to retirees are generally lower at \$300 than those of the surrounding districts and the Pension Board would like to raise the rate if it is financially feasible. We are currently 166% funded, which means that we have 166% of the amount needed to distribute monthly payment of \$300 to our retirees. Of the three distribution scenarios evaluated by the actuaries (\$350, \$400, \$500), the one being discussed (\$400) would drop funding levels to 124%. The FPPA advises keeping funding at 100% or more so this is still well within range. The state currently matches 90% of the annual contribution amount and is likely to continue to do so if we raise the payout, but there is no guarantee. In the event that the state will no longer match contributions, we need to be able to fund the chosen payout for 20 years – which we can.
 - i. There are now fewer people joining as volunteers so we may reach the point where we are contributing more than the amount needed. We cannot make any withdrawals from the pension fund but the FPPA confirmed that we can change the funding level at any time. A previous mill levy increase committed the District to holding 500k and cannot go below that amount without holding another ballot issue election.
 - ii. The FPPA needs a decision by November in order to start the new payouts in January. A MOTION to select actuarial study Plan B, which raises the pension payout to \$400/month was made by Director Koslov. Director Baldrige seconded and the motion was approved by unanimous vote. Executive Assistant to the Board Cook will send a copy of the October minutes to Pension Board Chair Bashor for documentation of this action

and he will take the steps necessary to implement the new payout starting January 1st.

II. CALL REGULAR MEETING TO ORDER – Regular meeting called to order at 7:17 PM

III. AUDIENCE COMMENTS FOR ITEMS NOT ON THE AGENDA – None

IV. APPROVE MINUTES

- a. Regular Meeting, September 11, 2019 – A MOTION to approve the regular Board meeting minutes was made by Director Brinkman. Director Baldrige seconded and the motion was approved by unanimous vote.

V. REPORTS

a. Treasurer's report

- i. September – The balance sheet and budget-to-actual financials were reviewed. A few accounts on the budget-to-actual are over budget for this point in the year but none to a concerning degree. Most of them are either minor expense categories with small balances or the result of expenses that are front-loaded and will therefore equal out at the end of the year. Overall, we are 75% of the way through 2019 while only half of the total expense budget has been consumed. A MOTION to approve the September and third quarter financials was made by Director Cole. Director Brinkman seconded and the motion was approved by unanimous vote.
- ii. 2020 Budget – Director Baldrige presented the second draft of the 2020 budget and pointed out important additions or changes. The preliminary assessed value went up by \$6 million, which translates to a budget increase of ~\$56k for 2020. We will have the final assessed value in the beginning of December.

b. Secretary's report

i. Upcoming deadlines

1. The Christmas Party will take place on December 6th. Pension Board Chair Bashor will post a signup sheet soon to start getting a head count.
2. Elections – Three Board members' terms are up next year and we need to keep looking for alternatives to fill those positions. Directors Snyder and Koslov have the option to run for another term but

Director Baldrige is term limited and will need to be replaced. There are at least three residents who have expressed interest in running and we will need to have an election if there are more candidates than seats.

- DEO training, conducted by the law firm Lyons Gaddis, will start in January. If there is a chance that we will need to hold elections then we must have a trained DEO to manage the election process. Meeting attendee Halle Mathues is currently interested in serving as DEO and will attend training as the representative for the HPFD if she commits to the position.

c. Chief's Report – Chief Trevithick was unable to attend so Assistant Chief Benzel reported in his place.

i. IT login names and passwords – We have a variety of providers and associated monthly/annual costs but very few of the respective login names and passwords. The Board was concerned that no one had a complete list of login information for all the various processes and systems that were recently put in place if there were personnel changes. Brian Sanders was involved with the IT upgrade and he reported that a consolidated list is more or less complete. We now have the login names and passwords for each account, as well as the points of contact. The list is also in the hands of more than one person so it would be unlikely that personnel changes would prevent access to that information.

ii. Public Information Officer (PIO) – No update until PIO classes resume early next year.

iii. Fuel Tanks – Because our property is commercially zoned, the Boulder County is demanding that the fuel tanks have a 2-½ hour fire rating. There is a loophole to the 2-½ directive that would exempt the Department if the fuel tanks are not filled beyond a certain level. FF Turner emailed the county about this rule and is still waiting to hear back. He also contacted the fuel tank manufacturer for help and is working on putting together information detailing the differences between the tanks we have and what Boulder County is demanding, based on price, quality, durability, safety, etc.

1. If for some reason Boulder County still says that we cannot use the tanks we have, FF Turner is trying to establish a system of credit with the manufacturer for new tanks.

iv. Grant Writer – No update

v. Other Issues & Opportunities - None

- vi. Shift Coverage – Staffing was a little short in the last month but Chief Trevithick has addressed the issue and everything is looking good for coverage in October. A few members are leaving the Department but others are stepping up to cover the holes. Overall the program continues to be successful.

VI. OLD BUSINESS

- a. Meeting with Mt. View FPD – Director Snyder and Chief Trevithick are meeting with the Chief of Mt. View and the Board President next week to see what kind of advice they might have for trying to get an ambulance into the HFPD.
- b. Newsletter – Assistant Chief Benzel and Brian Sanders sent Director Baldrige feedback on the newsletter draft. The meeting attendees spent quite a bit of time reviewing portions of content on which Director Baldrige asked for input. They made suggestions on what information should be added, eliminated, or re-worded to improve accuracy and tone. Director Baldrige will take the input and re-work some of the wording and send out the updated version for the November meeting.
- c. Friends of Hygiene application for 501(c)3 non-profit status has been approved. Director Brinkman will send documentation to Director Baldrige to upload to the online archives.

VII. NEW BUSINESS

- a. Exclusions – Peakview Estates has been approved for an inclusion to the Longmont Fire Protection District by Longmont’s City Council and is waiting for an exclusion from the Hygiene Fire Protection District. We also received a petition from Mountain Brook, another new subdivision under development that is asking for an exclusion from the HFPD.
 - i. The Board will hold a public hearing on these exclusions at the November meeting for whichever applicant has completed and supplied the legal documents that are required for a public hearing. Director Koslov will ask the attorneys to prepare the notice announcing the public hearing and get confirmation that the properties have been officially annexed before any decisive action is taken.
 - 1. Properties asking for exclusions are responsible for any fees incurred by the HFPD related to the process of exclusion.

- ii. Director Koslov will look at the assessed value of the land – and consequently how much the HFPD would lose in property tax revenue - if we approve the exclusions.

VIII. AGENDA NEXT MONTH

- a. Work Session? – No discussion
- b. Regular Meeting – No discussion

- IX. ADJOURNMENT – A MOTION to adjourn the meeting was made by Director Brinkman at 9:10 PM. Director Baldrige seconded and motion was approved by unanimous vote.

Motion/Resolution Summary:

- MOTION to approve the regular Board meeting minutes
- MOTION to raise the pension payout to \$400/month
- MOTION to approve the September and third quarter financials
- MOTION to adjourn the meeting

ACTION ITEMS:

Chief Trevithick - NONE

Assistant Chief Benzel - NONE

All Board Members

- Continue trying to find replacement Board members

Director Snyder - NONE

Director Baldrige

- Take the newsletter input and re-work some of the wording and send out the updated version for the November meeting
- Send documentation of the new 501(c)3 to Director Brinkman and upload to the online archives

Director Koslov – NONE

- Look at the assessed value of the land and how much the HFPD would lose in property tax revenue if we approve the exclusions
- Ask the attorneys to prepare the notice announcing the public hearing and get confirmation that the properties have been officially annexed

Director Brinkman - NONE

Director Cole - NONE

Executive Assistant to the Board

- Send the September minutes to Chief Trevithick and Brian Sanders to post on the Hygiene FD website
- Send a copy of the October minutes to Pension Board Chair Bashor