

**Hygiene Fire Protection District**  
**PO Box 83, Hygiene, CO 80533**  
**Board of Directors Regular Meeting Minutes**  
**Wednesday, May 20<sup>th</sup>, 2015**  
**7:00 pm**

**Members in Attendance:** Director Steve Brinkman, Director Scott Snyder, Director Molly Baldrige, **Fire Chief:** Chad Bollacker, **Meeting Attendees:** Dave Grace, Cody Trevithick, Kai Halsey-Mendez, Ryan Christian, Keith Parinello, Maggie Personeus (Note Taker)

- I. **PENSION BOARD - 6:55pm – 7:00pm**
  - a. Cody said paperwork is in for Jon Cook, and he will ask if Jon would like to be a member of the Board of Directors.
  - b. Director Brinkman will be leaving the HFPD Board, and thus the Pension Board, because he is relocating to Virginia for work. The Board needs 3 new Board members very soon.
  - c. Reviewed First Quarter 2015 Allocation Report from Fire and Police Pension Association of CO.
    - i. More money at end of quarter than in the beginning, even after pension payments and expenses.
    - ii. Pension Board should review these reports at the end of each quarter to ensure there aren't any unreasonable expenses. Director Baldrige receives these reports, because FPPA requires different recipients for different reports. Paul Bashor receives the others, so the Allocation Report goes to Director Baldrige as Treasurer.
    - iii. While we should consider the management of this fund periodically to make sure it is under the best stewardship, the general consensus of the Pension Board is that the FPPA is probably doing the best job available in managing these funds. Expenses are relatively low and have recently gone down.
- II. **CALL MEETING TO ORDER - Meeting was called to order by Director Brinkman at 7:01pm.**
- III. **APPROVE THE REGULAR MEETING MINUTES**
  - a. Jon Cook was added to Pension Board last week. Director Brinkman will make the changes to minutes and email them.
  - b. Motion made by Director Brinkman to approve the April 2015 regular meeting minutes with the changes mentioned, to be made by Director Brinkman, motion seconded by Director Snyder and passed unanimously at 7:06pm.
- IV. **CORRESPONDENCE**
  - a. Cody asked if the bill for the Hygiene T-shirts was received. It must go to Chad first. Director Baldrige hasn't received the bill yet.
- V. **OLD BUSINESS**
  - a. Fire House Status – Bedrooms are done thanks to Chad and a lot of volunteer help. First overnight shift, Joe Douglas used them.
  - b. Status on locks – Chad said that the software has come in and will be installed soon. Waiting on a new battery pack for the southeast door lock to arrive. Hoping that swapping battery packs will fix the problem for southeast door.

- c. Newsletter – July issue will be emailed to the addresses posted on our website. No progress on end of year newsletter. Discussion about how to collect email addresses for members of the HFP District. Possibly a sign-up sheet or sign-up option on website and Facebook page.
  - i. Chad should talk to Ryan Cunningham about capturing email addresses.
- d. Planning Consultant
  - i. Chad spoke with one candidate that didn't feel they could help reach our goals. He left messages for two others that haven't responded.
  - ii. Director Snyder discussed Emergency Services Consulting International who provided an estimate for \$21,760 which was emailed to members.
  - iii. Director Baldrige proposed a motion at 8:19 pm to vote on using this agency. Motion was seconded by Director Snyder and passed unanimously. Director Brinkman suggested that a special meeting be set with them to discuss the bid thoroughly. This should be done quickly. Their review should look back for five years. As of 6/10/15, Director Snyder confirmed that we signed a contract with ESCI.
  - iv. The original RFP selection timing goals will be pushed back a month or so.
- e. Chief's Review – The Directors reviewed Chad's performance, discussed goals, and will meet after this meeting in Executive Session to discuss a pay increase if appropriate.
  - i. Thank you to all the fire fighters who provided comments on the chief's performance and the status of the department.
- f. Continued Hunt for Board Members
  - i. Cort Shurtleff will attend next meeting and is interested in participating.
    - 1. He just moved to Hygiene and has experience with insurance.
  - ii. Keep bringing new Board member ideas.
- g. Jon Cook and Bill Eliason were invited to the firefighter's meeting and received watches.

## VI. **NEW BUSINESS**

- a. Review Calendar
  - i. May is election month, but this isn't an election year. May 2016 is the next election for Board members.
  - ii. New Board Members must sign oath in June.
  - iii. Audit report is due end of June. Our exemption from audit has been approved for 2014. The income limit for exemption was just raised to \$750,000.

## VII. **OFFICER'S REPORT**

- a. Treasurer's Report - Reviewed the 2015 Annual Budget
  - i. The Personnel category covers awards, member presents, parties, incentives
  - ii. Professional Services category includes attorneys and accountant fees.
  - iii. Utilities are high.
    - 1. Natural Gas was high because only one heater was operating, so it was working full blast. Using over \$1000/month.
      - a. Chad in charge of asking Xcel to do an audit on the building.
      - b. Chad in charge of exploring Solar Energy options including federal rebates and grants.
      - c. Look at solar energy options and if applicable, make sure they're included in next year's budget.
  - iv. Discussed Balance Sheet
    - 1. Hygiene FPD is at the top of the list to receive a state truck if one comes up.

2. The HFPD has no debt as of now.
3. Chad talked to Insurance Agent Ron Tribbett who was impressed with the station. He wants to schedule his annual Board meeting visit.

**VIII. AUDIENCE BUSINESS**

- a. Ryan Christian and Kai Halsey-Mendez introduced themselves. Both are new to the station and are working on obtaining certifications.

**IX. FIRE CHIEF'S REPORT**

- a. There were 19 total calls in April.
  - i. Accident, Auto – 3, Medical – 11, Fire Alarm – 1, Grass Fire – 3, Structure Fire - 1
- b. There were 28 total training hours offered in April
  - i. Fire/Rescue Training - 12 Hours, Medical Training - 16 Hours
- c. 2830 OOS. No new information
- d. 2802 OOS. No new Information
- e. Recruiting process is still temporarily stopped to get new members trained, Will continue to accept applicants to create a waiting list.
- f. We received the official awarding letter from the State Safety Grant. We will begin spending those funds after meeting with MES rep to look at a couple gear options. Meeting with MES rep on May 26th.
- g. Truck Committee- We began planning out a new Type 6 Engine (Brush Truck) on the 19th. We will be traveling to some area departments on the 26th to take a look at some different box options. After reviewing trucks from the states bid list, we are looking at going with a 2015 Ford F550 Cab and Chassis. Will be looking into costs to submit some preliminary numbers to the BOD at the June BOD meeting
- h. Discuss a potential new business looking to build and move into the district.
- i. Discussed Response Times
  - i. Standard for volunteer agency is within 20 minutes.
  - ii. Should set agency goals. Chad will email Board reports on response times
  - iii. Response times could start conversation regarding satellite station/office

**X. DEEP DIVE**

- a. Sale of the Lemon Truck
  - i. Possibly worth \$12,000 at auction or potentially more in a catalog.
  - ii. We aren't in a hurry and would like to get more money. Keep it out of service until it sells or unless there is an extreme emergency.

**XI. ADJOURNMENT – Director Brinkman adjourned meeting at 8:27pm.**