

**Hygiene Fire Protection District**  
**PO Box 83, Hygiene, CO 80533**  
**Board of Directors Regular Meeting Agenda**  
**Thursday, October 6, 2016**  
**7:00 pm**

**Board Members in Attendance:** Director Scott Snyder, Director Molly Baldrige, Director Judy Koslov, Director Dave Beeman, Director Steve Brinkman (via Skype)

**Department Personnel:** Chief Chad Bollacker, Maggie Personeus

**Meeting Attendees:** None

- I. PENSION BOARD AS NEEDED - None
- II. CALL REGULAR MEETING TO ORDER – Meeting called to order at 7:11pm
- III. AUDIENCE COMMENTS FOR ITEMS NOT ON AGENDA - Please limit comments to five minutes - None
- IV. APPROVE THE SEPTEMBER MEETING MINUTES – Director Baldrige moved to approve them. Director Beeman seconded and it passed unanimously at 7:12pm.
- V. REPORTS
  - a. Treasurer’s report – Board needs to approve financials which Director Baldrige posted to box.com. Everything was straight forward showing nothing unusual.
    - i. Director Koslov moved to approve the third quarter financials. Seconded by Director Brinkman and approved unanimously at 7:15pm.
    - ii. Audit is complete. Director Baldrige will upload it to box.com. Chief Bollacker will post it to the website for the public to review.
  - b. Secretary’s report – Director Koslov created a response report with response time and number of responder goals and data.
    - i. This report includes a table with number of incidents broken down into EMS Emergency, non-EMS Emergency, Other (non-emergency).
    - ii. The graph of response times shows that consistently, response time is longer for EMS calls as opposed to non-EMS calls.
      1. Discussion of why these response times differ. Director Koslov and Chief Bollacker will look into the data closer.
    - iii. The graph for number of responders showed that the non-EMS responders are less than the goal of 6, 80% of the time.
    - iv. Chief Bollacker will make a report showing individual firefighter’s response times (without names) and how far away they are coming from. Director Baldrige would like this report to show time of day and day of the week as well.
    - v. Director Baldrige would like Chief Bollacker and Director Koslov to see what data and reports can be pulled from the new computer reporting software that the department uses.

- vi. Director Brinkman would also like a report with annual totals on it.
  - vii. Director Koslov will give a calendar update at all future meetings. She reminded the board that the only item due this month is discussion of the proposed 2017 budget.
- c. Chiefs Report
- i. Firefighter Survey: Compensation – Discussed later in Deep Dive.
  - ii. Ambulance Service – Chief Bollacker found information that indicates that AMR’s contract with Boulder County will be renewed.
    - 1. Chief Bollacker told AMR that Hygiene is very interested in having an ambulance stationed in our district or at least the northern part of Boulder County.
    - 2. Director Baldrige suggested that the department outfit a vehicle with medical life support equipment that a responder can use to reach EMS calls quicker than the ambulance. Chief Bollacker advised we already have that set up on 2821.
    - 3. The ambulance stationed at Boulder Rural currently serving our district will likely be discontinued regardless of the AMR Boulder County contract.
  - iii. Auto/Mutual Aid – Updated Mutual Aid, and Auto Aid Agreements are in progress. Currently the following Mutual Aid agreements are ready to send out for signature, Lyons, Lefthand, Mountain View, Boulder Mountain, Big Elk, and Pinewood Springs. New and updated Auto Aid Agreements are ready to send out for signature for Lyons, Berthoud, Lefthand, and Mountain View. Currently working on new agreement with Longmont, and will be waiting for the one with Boulder Rural/Rocky Mountain Fire till after they complete their Authority Process.
    - 1. Director Baldrige asked if Chief Bollacker would like any of the board members to look at them. Chief Bollacker said that he doesn’t need their feedback because he is using the attorney provided template. He will send the board the auto aid/mutual aid agreements for their information.
    - 2. Director Snyder would like a map showing which areas of the district are covered by each auto aid/mutual aid agreements. 100% of the district will be covered.
  - iv. September Calls – There were 30 total calls.
  - v. Apparatus Updates
    - 1. New Brush truck, Update: Had to send Ford information to show the District was indeed a local fire department with proof of having a fleet to allow us to get a government discount price. Ford re-activated us in their system as Government. We were listed as de-activated in Ford's system since the last time we purchased from Ford was back in 2006. Working out some of the details regarding lighting packages and console configuration with BME. None of the pricing is expected to change and delivery should be included in the price.
    - 2. We had 2 sections of 1 inch wildland hose, 1 section of 1.5 inch wildland hose, 1 section of 3/4 inch hose and one nozzle that was damaged on a wildland fire in Lyons

- District. Lyons has the list and is replacing the damaged hose and nozzle.
3. No further apparatus issues to report at this time.
- vi. Station Updates
1. Updating sensor exterior lights on north side of station and on the west side of station over apparatus bay pad, will take place when FF Sugg is on Holiday break from Paramedic School.
  2. Station exterior cleanup and tree/bush trimming scheduled for October 24th.
  3. Annual Hose testing is being scheduled for the month of October/November, instead of December to get away from colder months.
- vii. Recruitment/Hiring Process
1. We have 6 in the hiring process that was started at the beginning of September. Out of the 6, 4 have 8+ years' experience in the fire service.
  2. Did some recruiting at event at Home Depot, handed out 4 applications
  3. Recruitment Banners have arrived, working on displaying them, as well as 2 extras with the intent to hang up near Ute Hwy and 75th, and near 17th and airport. Working on seeking permission from property owners near those areas for permission to hang the banners.
- viii. Ambulance Update
1. Still looking into options and additional research. Directors see email dated 10/4/16 for further information.
- ix. Marijuana Grow Facility Update
1. The Marijuana Grow Facility proposal went in front of the Boulder County Commissioners. The City of Longmont Water District Board approved the water use for the property, and is now in the hands of City of Longmont City Council for final decision.
- x. Public Relations
1. Took part in a kids building workshop at Home Depot where they built wooden Fire Trucks. We had 2803 and a couple of us there working with the kids and showing the truck and equipment off.
  2. Hosted a birthday party at the station on 10/1/2016.
- xi. Training
1. I will be leaving the evening of 10/11/16 for Vail to the Annual Colorado Fire Investigator Training/Conference. I will be returning Saturday 10/15. FF Pam Adler will also be attending this training.
  2. I will be in Keystone 10/17-10/21 to finish the Inside First Leadership Training as well as taking the Chiefs 2 training course at the State Chiefs Leadership training and conference.
  3. I will be in training at South Metro Fire on October 26 & 27th in a Youth Firesetter Intervention Specialist Class
- xii. Misc

1. 2nd draft of 2017 Budget Request. Sent out on 10/4/2016 via email
2. Was offered a used air cascade system for refilling SCBA bottles for \$2500 from Boulder Emergency Squad. Supposedly it is still in great condition and has no issues. I will be going to inspect it on Monday, and will give recommendations on if it would be worth buying for the department.

#### VI. OLD BUSINESS

- a. BOD SOPs – Director Baldrige is working on this task. This will be discussed in the November meeting.
- b. Long Range Plan – Director Brinkman sent board the proposed Long Range Plan.
  - i. Director Baldrige asked about some of the apparatus information. She asked about the proposed costs for the rapid response vehicles. Discussed further during the budget conversation.
  - ii. Chief Bollacker will work with Director Brinkman to clarify any apparatus replacement goals.
- c. Chief Job Description – Discussion of the description that Director Snyder created.
  - i. Director Brinkman asked about the paid time off and holidays.
  - ii. Director Snyder discussed the option of a vehicle stipend or a department owned vehicle. The board is anticipating providing Chief Bollacker a vehicle to use for district business purposed.

#### VII. NEW BUSINESS

- a. 2017 Budget – Director Baldrige led the budget discussion. The board reviewed the proposed budget, line by line.
- b. The budget needs to be voted on and approved by January 2017. There is time to consider and discuss before approval.
- c. Director Baldrige also plugged the apparatus costs (1 brush truck, 2 rapid response vehicles) into three different scenarios for the budget.
  - i. Scenario One is paying cash for all apparatus.
  - ii. Scenario Two is partial cash and partial financing.
  - iii. Scenario Three is all financing.
  - iv. Director Baldrige suggests that the district use scenario one and pay all cash but she wants the board to think about this and discuss further in the November meeting.
- d. Director Brinkman likes scenario two where a portion is financed to maintain a larger amount in savings in case of emergency.
- e. Directors Snyder, Beeman, and Koslov are also considering scenario two in case of emergency.
- f. All board members agreed to go with Scenario Two, and Director Baldrige will prepare the next budget draft using those numbers.

#### VIII. DEEP DIVE

- a. Proposed Solutions for Call Staffing – Chief Bollacker surveyed some of the firefighters to see what they want for an incentive.
  - i. Some firefighters expressed that they would be more interested in a pay per call program instead of or in addition to a shift pay program.

- b. Director Brinkman mentioned that a pay per call program may increase our number of responders and a pay per shift program may decrease our response numbers.
- c. Director Beeman expressed his opinion that he is worried what any backlash would be if the board decided that any pay program wasn't helping with response times and number of responders and canceled the program. Any program that is implemented should start slowly.
- d. Director Baldrige discussed the option of starting a shift program and paying the same rates that Lyons is to be competitive. Limiting shift coverage to two people at any time would limit the expense.
  - i. She doesn't have a clear opinion on a pay per call program because it involves much more detail.
- e. Director Baldrige will contact Lyons to see their SOPs regarding the pay per shift program.
- f. Part of the shift program could provide Chief Bollacker with assistance around the station.
- g. Chief Bollacker will develop a draft SOP and send it to the board for review by October 24<sup>th</sup>.
- h. Chief Bollacker will look into getting some positive stories in the Times Call.
- i. Director Baldrige asked Chief Bollacker to update the board about what he is learning, after he attends the upcoming trainings.

IX. B.O.D. GOALS STATUS CHECK - None

X. ADJOURNMENT – Director Brinkman moved to adjourn. Seconded by Director Baldrige, and passed unanimously at 10:08pm.

The BOD will meet next on Tuesday, November 8th. In December the BOD meeting will move back to the 2<sup>nd</sup> Wednesday.

#### **Director Tasks**

##### Everyone

- None

##### Steve

- Review the budget that Molly sent and send her any comments
- Work with Chad to clarify apparatus replacement goals

##### Molly

- Upload the final audit to box.com

- Send SOPs to the board and finalize them via email
- Compile budget comments from board.
- Plug scenario two costs into the 2017 budget
- Contact Lyons to discuss the pay per shift SOPs
- Work with leasing company, now that we have decided on how to finance the new equipment.

Scott

- Sign any exclusion paperwork regarding previously discussed parcels.
- Review the budget that Molly sent and send her any comments

Judy

- Update calendar as needed and include board members responsible for each item.
- Review the budget that Molly sent and send her any comments
- Update the Call Log graphs for the next meeting.
- See what reports can be pulled from the recently purchased software

Dave

- Assist board members to Create Box.com accounts and upload documents.
- Review the budget that Molly sent and send her any comments

Chad

- Work with Molly to purchase new brush truck.
- Talk to other small districts about ambulance service options.
- Review the budget that Molly sent and send her any comments
- Continue updating the auto/mutual aid agreements.
- Help Judy see what reports can be pulled from the recently purchased software.
- Post audit to the website.
- Make a report showing individual firefighters' response times (without names), how far away they are coming from, day of the week, and time of day.
- Send the board finished auto aid/mutual aid agreements for their information.
- Develop a draft SOP for pay per shift program and send it to the board for review by October 24<sup>th</sup>.
- Look into getting some positive stories in the Times Call.
- Update the board after upcoming trainings.
- Work with Steve to clarify apparatus replacement goals

Cody

- None