

Hygiene Fire Protection District
PO Box 83, Hygiene, CO 80533
Board of Directors Regular Meeting Agenda
Wednesday April 12, 2017
7:00 pm

Board Members in Attendance: Director Scott Snyder, Director Judy Koslov, Director Dave Beeman, Director Steve Brinkman

Department Personnel: Chief Chad Bollacker, Maggie Personeus

Meeting Attendees: None

- I. PENSION BOARD AS NEEDED - None
- II. CALL REGULAR MEETING TO ORDER – Regular meeting called to order at 7:03pm.
- III. AUDIENCE COMMENTS FOR ITEMS NOT ON AGENDA
Please limit comments to five minutes - None
- IV. APPROVE THE MARCH MEETING MINUTES – MOTION: Director Brinkman moved to approve the March minutes. Seconded by Director Koslov and passed unanimously at 7:04pm.
- V. REPORTS
 - a. Treasurer’s report
 - i. March Financials – Review and Discussion of all March Financial documents provided by Director Baldrige prior to the meeting.
 1. Director Koslov asked about the Training and Education portion being under budget. Chief Bollacker explained that one firefighter is almost done with paramedic school so approximately \$7000 will go towards that. The majority of the training and education budget will be used in Fall 2017 for fire academy.
 2. Director Snyder asked about an equipment charge listed under Apparatus. This was used to purchase new extrication equipment.
 - ii. Approve FY 2016 Financial Statements – Review and Discussion of Profit and Loss, Balance Sheet, and Budget documents provided by Director Baldrige before the meeting.
 1. The only change was for the Brush Truck lease. Escrowed funds entered under “Other Assets” on the Balance Sheet, and the corresponding entry is on the P&L, “Capital Lease Proceeds”. Because we entered into (and locked the rate) in November 2016, we have to show this on our 2016 books, even though we didn’t officially execute the lease until the beginning of 2017.
 2. MOTION: Director Koslov moved to approve the FY 2016 Financial Statements. Seconded by Director Brinkman and passed unanimously at 7:16pm.
 - b. Secretary’s report
 - i. Upcoming deadlines – Director Koslov read the upcoming deadlines. The only deadline applies to inclusion of new property. The district has had no inclusions.
 - ii. Call Data – Review of Director Koslov’s updated tables. These reports include February and March call data.
 1. Response Time - The EMS 80th percentile goal was not met in March. The Non-EMS calls have met the 80th percentile goal in 2017. Director Koslov pointed out that the Non-EMS response times might have a

downward trend which may indicate that the shift program is decreasing our response times.

2. Number of Responders – We have met the goal of 2 responders for EMS calls since June 2016. The Non-EMS goal of 6 responders has not been met in February or March.
3. Day versus Night – Most calls were during the day in March.
4. Shift Count – Shift coverage was primarily on Fridays during the day in March. 8 ½ shifts on Friday. 3 ¾ shifts on Wednesdays.
5. Minutes from Home to Station – The non-shift times have gone up but the shift coverage.
6. Minutes from Station to Scene – The time went down in March. The location of calls in March were closer to the station geographically.
7. Counts of ALS calls, BLS calls, ALS calls with EMTs and/or Paramedic Responding – In March 7 calls required ALS and 7 calls required BLS. Director Koslov suggested that the call data reflect what kind of equipment was used on ALS and BLS calls. Be more specific in the equipment needed. Chief Bollacker suggests to have a few categories within ALS and BLS that can encompass EMS calls.

iii. Maggie: Notary Status – Is certified as a Public Notary and waiting on stamp and book.

c. Chiefs Report

i. March Calls – There were 25 total calls

ii. Apparatus Updates

1. New Brush truck, Update: The welding of the bed/box has started, waiting on updates of when to expect delivery.
2. New QRV and Command Vehicle have been ordered, awaiting on more accurate delivery date. Was given the approximate delivery date being 8-11 weeks. Truck is scheduled to go to production line at Ford last week of April.
3. New wildland hose has been ordered to replace some damaged hose from both the Rogers Road Fire as well as the Rabbit Mountain Fire.

iii. Station Updates

1. Exterior of Station cleaning underway
2. New electrical work is being performed and anticipated being done by the end of April.
3. Ran piping in apparatus bay to install two air reels connected to air compressor.

iv. Recruitment/Hiring Process - We currently have 7 in the hiring process.

v. Ambulance Update

1. No updates at this time with current AMR response plan.
2. We were offered a free used ambulance from Big Elk Meadows Fire. Will discuss in detail in New Business portion of the meeting.

vi. Marijuana Grow Facility Update - No new updates.

vii. Public Relations - We are hosting 3 youth Birthday parties I in the month of April

viii. Training

1. Over the Month of April and May there will be multiple wildland trainings in several different aspects of wildland firefighting.
2. Chief will be at a Wildland Fire Investigator Class from June 5th-9th in Alamosa
3. We currently have two firefighters that are taking some Department Officer development training, working towards becoming Lieutenants.
4. Date is to be determined, but in planning stages of setting up Active Shooter training response at Hygiene Elementary as well as schools in Lyons. Joint training between Boulder County Sheriffs, Hygiene, Lyons, and School District.

ix. New Developments/Houses/Businesses

1. Final Inspection scheduled to take place on 4/17 for a Residential Sprinkler Inspection.
 2. Plans have been approved for a new Commercial Egg facility on North 95th St.
- x. Miscellaneous
1. The state has come up with a new ID System. All department members including Board Members will be issued the new ID. Data entry almost complete
 2. Chief will be out of State Sunday July 9th-Sunday July 16th
 3. I have ordered a new porta pond that we borrowed from Lefthand Fire during our manure pile and field fire. It was being used to feed sprinklers on the pile. Unfortunately the high winds got a hold of it and damaged the pond beyond repair. The new pond will be \$1843.00 plus shipping. Waiting for the bill.
 4. Will be ordering testing equipment in April to allow us to perform flow tests on Fire Hydrants within the District
 5. Currently waiting on word for a grant through Department of Homeland Security for Ballistic PPE for Firefighters.
 6. Currently waiting on word for a grant through Walmart for 100 Smoke Detector/CO2 Detectors to hand out for Pub Ed for Hygiene Residents.
- xi. Auto/Mutual Aid Update – Still working on these updates.
- xii. Shift Staffing – The shift coverage is evening out. Coverage averages four days a week. No Saturday or Sunday shift coverage yet.
- xiii. Laptop/Scanner for Maggie – Chief Bollacker deferred to Director Beeman for this update. Director Beeman compiled a budget for the computer, software, and peripherals. These will be purchased by Chief Bollacker and/or Director Beeman.
1. MOTION: Director Brinkman moved to approve the budget, Seconded by Director Koslov, and passed unanimously at 8:10pm.
 2. Chief Bollacker will work with Director Baldrige to make these purchases.
 3. Director Beeman will be out of the country for a couple of weeks so these purchases and software installation will be done once he has returned.
- xiv. There is a vacant property with fire code violations that Chief Bollacker has investigated. Boulder County is also involved in remedying this fire danger.
- xv. Gordon Kennedy has stepped down as the Firefighter's Association treasurer.
1. Chief Bollacker and the Association are planning a gift to thank him for his years of service.

VI. OLD BUSINESS

- a. Compensating Volunteers – Director Brinkman contacted Lyons Gaddis about the legal requirements and guidelines for compensating volunteers. He forwarded their response to Chief Bollacker. Lyons Gaddis has approved the current program. The Board budgeted for the program already and now it is the responsibility of Chief Bollacker to implement the shift program.
- b. Meeting Notice Postings – Will be discussed in the May meeting.
- c. Goals
 - i. Board Bylaws and SOPs: Molly – No Update
 - ii. Establish Level of Service for HFPD Medical Response: Scott – No Update
 - iii. Establish Level of Service for Medical Transport Service: Scott – No Update
 - iv. Get record keeping system set up - filing, organization, preservation, accessibility of docs: Judy/Maggie – Director Koslov recommends that Maggie use a backup device discussed in the budget so that all documents are backed up. She checked with box.com to see how many business accounts needs to be purchased. Director Koslov proposed that we set up the started box account for the board members, Chief Bollacker, and Maggie. Seven accounts total for \$5 a month per account totaling \$420 a year. If Maggie runs out of space, the

accounts could be upgraded at that time. All group accounts will be set up with hygiene fire email accounts. Maggie's account would be under a records@hygienefire.org email account. Director Koslov is mostly concerned with getting the backlog taken care of. The only hard copies to be kept are ones that have historical significance or embossed seals.

1. Director Koslov will email the box.com salesman to purchase these accounts.
 2. Consensus of the board is that Director Koslov will purchase the group accounts for a cost of \$420 per year.
- v. Strategic Plan: Steve – No Update
 - vi. Review Statement of Purpose: Chief – Chief Bollacker has searched and not located an old statement of purpose yet. Boulder County has no record either. Chief Bollacker contacted Lyons Gaddis to see if they have a draft to begin with.
 1. Chief Bollacker wants this to be taken care of ASAP so that it can be filed with Boulder County. Director Snyder will add that to the May agenda. Chief Bollacker will make a first draft and send it to the directors prior to the May meeting.
 - vii. Verify all employees have proper tax withholding: Molly; Insurance; Dave; Job Descriptions: Chief – Director Beeman has reached out to the Insurance agency to add Maggie under coverage. Chief Bollacker is working on a Job Description for Maggie's position. The Job Descriptions for the Chief and shift program have already been completed. Chief Bollacker also created descriptions for the fire marshal and lieutenants.

VII. NEW BUSINESS

- a. Free Ambulance – Big Elk Fire offered to give HFPD a free ambulance because they are getting a new ambulance.
 - i. It is a 1998 Ford Model and has just over 100,000 miles.
 - ii. There is an application with the Boulder County Sheriff's office to license an ambulance for transport but the cost would be waived because we are a volunteer agency.
 - iii. Chief Bollacker can see positives and negatives to acquiring it.
 1. Positives – faster transport times, would be free
 2. Negatives – older piece of equipment, cost of stocking
 3. Chief Bollacker believes that the board needs to make a decision quickly or the opportunity may pass.
 - iv. Director Brinkman is concerned with the cost of insurance and operation. Would the department bill for transport? Chief Bollacker addressed the possibility of charging. Lyons currently isn't billing but may reconsider their process.
 - v. Director Koslov asked Chief Bollacker if he would vote to acquire this vehicle. It would fit in the building. Chief Bollacker test drove it and believes it is in operating condition but may need some suspension work.
 - vi. Director Snyder is concerned with the cost of repairs. If we transport in it, it needs to be reliable. His preference is to wait and see if the data suggests that we need to acquire an ambulance in the future. If so, then the board could consider options at that time.
- b. Tablet Computers in Trucks – Chief Bollacker is looking to purchase tablets to put in the truck so responders can map calls, for inspections, and CPR related tools. The budgeted amount was \$8,000 for 2017. \$40 per month per device plus \$9 per month for insurance. \$320 per month for the devices. A full year would cost approximately \$5,000. The tablets would cost approximately \$400 each. Eight tablets total.
 - i. Director Snyder suggested that the department purchase two tablets first to pilot them. One should be used by Chief Bollacker and the other could be used in one of the frequently used vehicles. Take time to learn the tablets and apps and work out the bugs before introducing them to all of the volunteers.
 - ii. Director Brinkman mentioned that the department purchase the tablets but only connect two of them to data service.

- iii. Director Koslov asked what other similar programs are using. Chief Bollacker responded that Lyons has been using tablets and will equip every vehicle with a tablet. City of Longmont uses tablets in all vehicles also. The only departments not currently using them are ones that are located in areas that don't have reliable data connectivity.
- iv. Director Koslov agrees with Director Snyder on piloting two tablets initially and waiting to purchase the remaining tablets.

VIII. ADJOURNMENT – Director Brinkman moved to adjourn. Seconded by Director Beeman and passed unanimously at 9:14pm.

Motion/Resolution Summary:

MOTION: Director Brinkman moved to approve the March minutes. Seconded by Director Koslov and passed unanimously at 7:04pm.

MOTION: Director Koslov moved to approve the FY 2016 Financial Statements. Seconded by Director Brinkman and passed unanimously at 7:16pm.

MOTION: Director Brinkman moved to approve the budget, Seconded by Director Koslov, and passed unanimously at 8:10pm.

Director Tasks

Everyone

- None

Steve

- None

Molly

- Assist Chad with purchase of the approved equipment (i.e. laptop, scanner...)
- Contact the Purple Door to see if they could be the third posting location.

Scott

- Add first quarter financials approval to the May BOD meeting agenda.
- Add Statement of Purpose to the May BOD meeting agenda.

Judy

- Update calendar as needed and include board members responsible for each item.
- Update the Call Log graphs with data for the next meeting.
- Work with Maggie to purchase the box.com accounts.
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Dave

- Assist Chad with purchase of the approved equipment (i.e. laptop, scanner...)
- Install software onto new laptop once it has arrived.

Chad

- Continue updating the auto/mutual aid agreements.
- Send the board finished auto aid/mutual aid agreements for their information.
- Continue to provide call and responder data to Director Koslov and from now forward include distance from the station data as well.
- Work with Dave and Molly to purchase the new equipment (i.e. laptop, scanner...).
- Work with the Association to purchase a gift for Gordon Kennedy to thank him for his years of service.
- Give Maggie an application to fill out.
- Make a first draft of the Statement of Purpose and send it to the directors prior to the May meeting.
- Finish a job description for Maggie's Executive Assistant position.

Cody

- None

Maggie

- Work with Judy to organize and implement the document archive and retention project.
- Set up the box.com accounts.