

Hygiene Fire Protection District

P.O. Box 83, Hygiene, CO 80533

BOARD OF DIRECTORS REGULAR MEETING

Wednesday, March 10, 2021

7:00 p.m.

In Compliance with the State Stay-at-Home Order, this meeting was conducted virtually through Zoom teleconferencing software. Brian Sanders was the meeting Host.

Directors in Attendance: Scott Snyder, Brian Sanders, Steve Brinkman, Marty Butley, and Devon Martin

Directors Not in Attendance: NONE

Department Personnel: Chief Cody Trevithick, Fire Marshal Travis Homyak, and E/A to the Board Jennifer Cook

Meeting Attendees: Firefighters Caviness, and Novickis

- I. FRIENDS OF HYGIENE MEETING AS NEEDED – Nothing to report
- II. PENSION BOARD AS NEEDED – Nothing to report
- III. CALL REGULAR MEETING TO ORDER – Regular meeting called to order at 7:07PM
- IV. AUDIENCE COMMENTS FOR ITEMS NOT ON THE AGENDA - NONE
Questions/comments solicited via the Zoom teleconferencing tool.
- V. APPROVE MINUTES
 - a. Regular Meeting, February 10, 2021 – A MOTION to approve the regular meeting minutes was made by Director Martin. Director Sanders seconded and the motion was approved by unanimous vote.
 - b. Special Meeting, January 30, 2021 – A MOTION to approve the special meeting minutes was made by Director Sanders. Director Brinkman seconded and the motion was approved by unanimous vote.
 - c. Special Meeting, February 28, 2021 - A MOTION to approve the special meeting minutes was made by Director Sanders. Director Martin seconded and the motion was approved by unanimous vote.

VI. REPORTS

a. Treasurer's Report

i. February Financials – The budget-to-actual report was reviewed.

1. Overall, we are in a good position. The financials generally align with the ~17% consumption ratio, which is where they should be for being two months into the year.
 - Dues and Software accounts are predictably high because annual renewal fees are front-loaded.
2. We are starting to see larger property tax revenue deposits into our account.
3. Director Sanders and Vicki are making twice-monthly review of bills and payments to simplify and minimize end of the month activity.
4. The post office lease and rent payments are set up and we are now waiting on our first deposit.
5. Fraudulent Unemployment Insurance claims are significantly on the rise. If anyone is affected, Director Sanders emphasized the importance of letting either himself or Vicki know about it so that appropriate steps can be taken, as well as advise on actions the individual can take to help protect themselves.
 - Director Sanders reported that someone recently filed a fraudulent UI claim in his name, so he has had to deal with the experience as both an employer and an employee.
6. The final payment on the cab and chassis has been made. The purchase did not consume the full amount budgeted, so there are still some leftover funds to cover additional equipment or fees as needed.

ii. Year-End Financials

1. The last couple of reimbursement checks from the state for wildland deployments are coming in. It is estimated that we will net ~\$150k from 2020 deployments.
 - The only unfinished 2020 transactions are for wildland activity. Since some of these will transact in 2021, we will be using the modified accrual basis of accounting.
2. Director Sanders is close to finalizing the transactions for 2020 and was able to speak with Former Treasurer Molly Baldrige for guidance on year-end tasks and processes.
3. Claussen and Associates is our CPA resource and will likely be able to do our 2020 Audit. Director Sanders will go through the audit process with them, and make corrections or modifications as they instruct.
 - Audits must be filed with the Division of Local Government by July 31st.

b. Secretary's report

- i. No report. Director Martin was elected to serve as Secretary at the February meeting so is still getting up to speed in her new role.
 1. Director Brinkman reported that all of the paperwork showing that Director Martin is the new Secretary has been submitted to DOLA. He will advise Director Martin on how to update the names and titles of Directors on DOLA's website.

c. Chief's Report

- i. Run Data – In February there were 21 calls, including 2 for Fire, 13 EMS, and 5 motor vehicle accidents. The average Dispatch-to-en-route times were ~2:16-minutes for HFPD, and ~1:13-minutes for AMR. Over 21 calls, the average en-route-to-arrival time for HFPD was 5:43-minutes. Over 12 calls, the average en-route-to-arrival times for AMR was ~18:40. Out of 11 calls in February, 4 were BLS and 7 ALS. The average number of responders on fire calls was 10. The average number of responders on EMS calls was 6.

1. The EMS Department has instructed members to classify Lift Assists as medical calls, which is why the number of EMR incidents is high, yet with comparatively few ambulance requests.

 2. Special Incidents:
 - Structure fire in Lyons on February 1st.

 - Grass fire in Lyons on February 6th.

 - Multiple lift assists to the same couple of residences.
 - i. Out of concern for the person(s), the Boulder County Sheriff's Office and AMR have been alerted to the situation, in the hope that something can be done, but the individual is ultimately the one who needs to initiate help.

 3. Year-to-Date Data: There have been 51 calls, including 5 for Fire, 29 EMS, 29 motor vehicle accidents, and 1 rescue. (Remaining calls were false alarm, cancelled en-route, etc.)
- ii. Shift Coverage – Assistant Chief Benzel presented shift coverage numbers for February. Excellent coverage last month. There was an average of ~4 people on every shift, with a minimum of two people and maximum of seven.
1. A few of the shift program employees are not working the minimum required number of hours, which is prohibited under the program's SOP. They have been notified by mail to remind them that, if they don't meet the hourly minimums for the month, they can be removed from the shift staffing program.

 2. Chief Trevithick reported on some recent Department member transitions.
 - FF Olalla was picked up by a Department but is still intending to work shifts at Hygiene whenever possible.

- FF Ryan will be working on a Hotshot crew for the summer, but hopes to come back and volunteer.
 - FFs Ratkovitz and Caballero resigned last month, with FF Caballero going to work with a Hotshot crew.
- iii. Grant Writer – Chief Trevithick sent the Board members information on a grant writer who charges \$4,500/application. However, if the application is rejected, he will resubmit as many times as it takes – or as many as Department approves – for a reduced fee of \$1,000/re-submission.
1. Chief Trevithick is also going to meet with another grant writer who has worked for Boulder Emergency Services. She warned that she may not have the needed availability, but will recommend other sources if she is unwilling or unable to commit the time.

iv. Other Issues & Opportunities

1. The new brush truck (2831) arrived and looks great. The box still needs to be mounted, but we will not be able to get a title for it if we do it ourselves; it must be done by a certified company that can warranty the work. Chief Trevithick has made inquiries to a number of companies, but they are either too expensive, or booked too many months out. He is currently waiting on a quote and timeframe from Rosenbauer.
- Some of the Board members and Fire Marshal Homyak suggested the names of a few other places for Chief Trevithick to contact about getting the box mounted. Whoever does the job, the most important thing is that the company must be able to certify their work.
 - Once the box is on, it will only need decals and then it can be put into service.

VII. OLD BUSINESS

- a. Post Office Lease – Director Martin reported that it will take the USPO 30-45 days to process, once the papers have been signed. We won't receive updates from them

in the interim so Director Martin will follow up to find out when we should expect the first payment deposit.

- i. June will be the first month in which payment is owed. Director Snyder thinks that they pay in arrears, so it's likely that we won't receive anything until July.
- b. Strategic Plan – Prior to tonight's board meeting, Director Snyder sent out a long-range planning outline that was developed at the special meeting in February.
 - i. The plan proposes a mill levy increase to bring it closer to the approximate average of the levies in surrounding, similarly-sized Districts. In addition to funding the long term plan, having a more respectable mill levy, relative to other Districts in Boulder County, means we are in a stronger negotiating position if we were to consider merging with another Department. Without a decent mill levy to bring to the table, it's unlikely that the HFPD will be viewed as equals, in which case it could be less of a merger with another Department and more of a usurping.
 - ii. One of the items scheduled to be replaced in 2022 are the defibrillators, but Chief Trevithick recently discovered that one of them will exceed its certification date this summer. We can continue to use it for training but not in the field. We can get a used one for ~\$30k, or \$25k if we sell them back the expired one. AMR is in process of replacing their defibrillators and Chief Trevithick will contact them to see if we could add on to their purchase, as a way of getting a better deal.
 1. Director Snyder noted that this could also be another grant-writing opportunity. Director Butley expressed willingness to look into the available options, and put in some of the work on a grant application.
 - iii. Director Brinkman observed that everything on the list/outline is contingent on getting a not-insignificant mill levy increase. He also wondered if the proposed increase is commensurate with the costs of the items on the list. To determine how well the long-term plan (in its current iteration) will accord with the proposed mill levy increase, we will need to establish verifiable costs for each item.
 1. Chief Trevithick has previously looked into many of the items, so he already has a lot of the prices for the equipment and apparatus on the list. Director Snyder asked him to fill in all the quantities and costs for the items listed, as well as those of any other

apparatus/equipment needs that may have been missed in this preliminary outline.

2. Director Sanders volunteered to put together a spreadsheet to track the costs of the listed items. We could then look at different combinations of scenarios to prioritize and solidify plans.
- iv. The long-term plan includes the idea of moving to a full-time paid Department because we've lost people to other Departments because they can make more money elsewhere. The shift program has facilitated the development of well-trained members in a relatively short period of time, which is significantly beneficial to the District. However, the shift program's low rate of pay means that members are forced to consider offers from higher-paying Departments. The shift program has been an unquestionable success, but eventually we may be forced to go to a full-time paid department in order to retain more of the members who came up through its ranks.
1. Lyons' starting pay is ~\$20/hour. We cannot afford to pay that without cutting the number of people on staff.
 2. Director Brinkman suggested that, instead of moving towards a full-time Department, maybe we need to reexamine the structure; or control the parameters of the outflow.
- v. How we move forward will depend, in part, on the timing of securing a mill levy increase. Fire Marshal Homyak suggests that it will take at least a year before we are ready to go to the voters with the idea of increasing the mill levy. We must have all the details and justifications at hand in order to address voters' questions and concerns. To optimize our chances of voters approving the measure, we will need to prepare them in advance and give decent lead team to come to terms with the idea.
- vi. As an alternative to a one-time mill levy increase, it may be more palatable to voters if it was presented as an incremental increase, to be implemented steadily over x-number of years. To match that type of rollout, we will need to develop a year-over-year spreadsheet that prioritizes certain items over others, relative to when they need to be purchased, renewed, etc. It would also allow us to analyze full-time wage costs if we were to move in that direction. Director Martin noted that we should also look at building in a more competitive salary for the Fire Chief and Assistant Chief into the mill levy plan.

1. Director Sanders asked Chief Trevithick to provide him with a purchase timeline and costs for equipment, apparatus, land, etc. to build out that type of spreadsheet.
 2. Director Snyder noted that current prices should be compounded by 4-5% per year to get a more accurate future price estimate, particularly for large apparatus.
- c. Election Process, Deadlines – Director Butley reported that we need to apply by July if the HFPD wants to participate in coordinated elections with Boulder County. It is still unclear how the requirements may differ for odd- vs. even-year elections. Director Butley will look into it and follow up at the April Board meeting.

VIII. NEW BUSINESS

- a. Chief Trevithick showed a Save Time, Save Lives poster that advocates helping FFs find houses faster and easier by adding reflective address numbers on all mailboxes. He stated that, when responding to emergencies, the number one impediment in getting to an incident quickly is that the responders cannot easily see addresses. Chief Trevithick noted that we may have funds in the budget to purchase some reflective mailbox stickers. He will work on it and follow up with the Board as needed. If we don't have enough in the budget, that cost may be something else to consider incorporating into the mill levy increase.
- b. Director Sanders noted that it has been about a year since the last newsletter went out. It's probably time to send out another one and use it as a means to lay the groundwork for some of the ideas we're trying to plan for, as well as give an update on what has happened in the last year. He will send the Board a link to last year's newsletter template on Google Docs.
 - i. Director Martin volunteered to help with the planning and prep for this year's newsletter.

IX. AGENDA NEXT MONTH

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

- X. ADJOURNMENT – A MOTION to adjourn the meeting was made by Director Sanders. Director Martin seconded and the meeting was adjourned at 8:28 PM.

Motion/Resolution Summary:

- MOTION to approve the regular meeting minutes from February 10th
- MOTION to approve the special meeting minutes from January 30th
- MOTION to approve the special meeting minutes from February 28th
- MOTION to adjourn the meeting

ACTION ITEMS:

Chief Trevithick

- See if we have funds in the budget to purchase reflective mailbox stickers and follow up with the Board as needed
- Contact AMR to see if we could buy a defibrillator with them when they make their bulk purchase
- Fill in the quantities and costs for the items listed, as well as those of any other apparatus or equipment needs that may have been missed in this preliminary outline
- Send Director Sanders a purchase timeline and costs for equipment, apparatus, land, etc. to build out year-over-year spreadsheet to match an incremental mill levy increase

Assistant Chief Benzel – NONE

Fire Marshal Homyak – NONE

Department Officers – NONE

All Board Members – NONE

Director Snyder – NONE

Director Brinkman

- Advise Director Martin on how to update the names and titles of Directors on DOLA's website

Director Martin

- Follow up with USPO to find out when we should expect the first payment deposit
- Help with the planning and preparation for this year's newsletter

Director Sanders

- Put together a spreadsheet to track the costs/quantities/details of the items listed on the long-term planning outline
- Send the Board a link to last year's newsletter template on Google Docs

Director Butley

- Look into the available grant options and help with application
- Look into how Boulder County requirements may differ for odd- vs. even-year elections

Executive Assistant to the Board

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