

**Hygiene Fire Protection District**  
**PO Box 83, Hygiene, CO 80533**  
**Board of Directors Regular Meeting Agenda**  
**Wednesday, December 9, 2015**  
**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, Assistant Chief Cody Trevithick

**Meeting Attendees:** Maggie Personeus, Paul Bashor

- I. PENSION BOARD –Director Baldrige had documents for Mr. Bashor and Director Snyder to sign determining which FPPA documents and reports should go to whom.
  - a. Elections are at the end of this month. Paul intends to run again.
  - b. The Christmas party went well. The cost went up slightly because of an increase in attendees.
  
- II. CALL MEETING TO ORDER – Meeting called to order at 7:16pm
  
- III. APPROVE THE REGULAR MEETING MINUTES – Director Baldrige moved to approve the minutes, Director Koslov seconded, and it passed unanimously at 7:16pm.
  
- IV. OFFICER’S REPORT
  - a. Treasurer’s report – Grant income will not be received until next year but Director Baldrige entered it under accounts receivable for documentation purposes.
    - i. \$5,000 in property tax income has been received, for November.
    - ii. Director Baldrige is researching new CPAs. She will email the board information before selection.
  - b. Secretary’s report – Director Koslov wrote a column for the newsletter.
    - i. Director Baldrige anticipates secretarial duties will increase during election time. Director Koslov will review her board member binder for election deadlines and requirements.
    - ii. January 24<sup>th</sup> to February 18<sup>th</sup> call for nominations must be posted.
    - iii. Tuesday, February 23<sup>rd</sup> - file a Mill Levy increase for the May 2016 election.
    - iv. Director Brinkman recommended the May election as opposed to waiting until a later election.
      1. The report from ESCI supports a Mill Levy increase and has compelling reasons regarding the need.
    - v. Directors Brinkman and Baldrige intend to serve another term. If someone else wants to serve then Director Brinkman would consider giving up his spot temporarily, rather than incur election costs.

- vi. Director Brinkman will send Director Koslov the election dates and deadlines to be discussed further in the January meeting.

V. CORRESPONDENCE – A card came from Lyons Gaddis to say Happy Thanksgiving.

VI. OLD BUSINESS

- a. Adopt 2016 Budget – Due January 30<sup>th</sup>, 2016
  - i. There is \$51,000 budgeted for professional services for attorney and election fees.
  - ii. Director Baldrige suggested that we approve the operating and pension budgets during the January 2016 meeting. The rest of the board agrees. Director Snyder will add this item to the January agenda.
  - iii. Director Koslov reviewed the proposed budget and identified items that have changed from 2015 to 2016.
    - 1. She would like to see the specific costs related to building R&M before approving the budget.
    - 2. We currently have \$50,000 extra that wasn't spent this 2015 year. These funds will be transferred to the savings account.
    - 3. The replacement truck would not be considered in the operating budget because it is a capital item.
    - 4. Chief Bollacker will send the board the details report for his budget recommendations.
- b. Set Mill Levy for 2016 – Director Baldrige sent in the certification for the Mill Levy. We have to post the information on DOLA. We have until March 4<sup>th</sup> to finalize the ballot content for the Mill Levy increase. Director Snyder would like to address the Mill Levy increase in the January 2016 meeting during a Deep Dive.
- c. City of Longmont Exclusion: (As of Dec 1, no paperwork has been submitted to Snyder)
- d. Diversity and Harassment Policy and Training – Chief Bollacker is finalizing the written policy.
  - i. Director Koslov is willing to review and edit the policy before it is sent to the entire board. Once it is approved by the board, Director Koslov will ask the attorney to look at the policy.
  - ii. Chief Bollacker will contact the attorney to see if they offer training and at what cost.
  - iii. Chief Bollacker intends to send the newsletter at the end of this month.
  - iv. He will include information regarding the 2016 budget and upcoming ESCI report.
- e. Response from Turner, RE: Post Office Ground Lease – Director Baldrige will send a response to him later this month.

VII. FIRE CHIEF'S REPORT

- a. There were 9 total calls in November
  - i. Accident, Auto – 3, Medical – 3, Gas Leak – 2, Fire Alarm – 1

- b. There were 79.5 total training hours (several hours due to Fire Academy)
  - i. Firefighter Training - 15.5 Hours, Medical Training - 16 Hours, Haz. Mat. Training – 40, Rescue Training – 3, Driver/Operator Training, Other Training - 4 Hours
- c. New Brush truck will cost approximately \$180,000. Need to meet with Truck Committee to finish some options before getting final quotes. Truck Committee meeting Thursday 12/17
- d. 2802 OOS. No new Information
- e. ISO Review under way, initial paperwork completed, now completing Hauled water section. ISO onsite the 15th of December for review
- f. Efforts to improve Incident Reporting tabled till 1st Quarter 2016.
- g. Christmas Party - Good Turnout and success
- h. Center Heater in Apparatus Bay repaired, new control head installed and is working.
- i. Meeting with Director Beeman on 12/18 to introduce Insurance Rep and go over Insurance Policy
- j. All Radios have been reprogrammed with new names and channels, due to changes with the County
- k. Santa at Fire Station on 12/12

- VIII. NEW BUSINESS – Chief Bollacker received notice from the City of Longmont regarding another section of property to be excluded from the district. The land owner would like to sell the property for development but needs to be annexed to the City of Longmont first.
- a. Director Koslov will investigate Assessor records to determine the value of the property to help determine loss of income.
  - b. No action required at this time.

IX. AUDIENCE BUSINESS – None

X. DEEP DIVE

- a. ESCI Report – Did a good job of comparing us to other state and local departments.
  - i. Recommends institution of Board of Directors bylaws
  - ii. Supports a Mill Levy increase
  - iii. Director Snyder brought attention to our response times. Average response time is 11:15. 20% of our calls take 15:01 or more minutes to respond.
  - iv. Recommendation that we are “underequipped” considering the size of our district. Compared to the national average for rural districts.
  - v. Director Baldrige asks that the board review the report and make note of any items that interest them.
  - vi. ESCI needs feedback to finalize the report. Director Snyder asked that the board send their feedback to him by Friday, December 18<sup>th</sup>. He will compile it and send it to ESCI in one document.
  - vii. Director Brinkman thinks that we should still pursue the second phase because they have compiled a broad picture of helpful data for us to consider.

- viii. They had no safety concerns to report.
- ix. Under future financial considerations, they included reference to a Mill Levy increase.

XI. ADJOURNMENT – Director Baldrige moved to adjourn. Director Brinkman seconded and it passed unanimously at 8:59pm.

## **Director Tasks**

### Everyone

- Give Scott feedback on ESCI report by Friday, December 18<sup>th</sup>.

### Steve

- Send Director Koslov the election dates and deadlines.

### Molly

- Contact the tenant of the Post Office to extend his lease for the second five year period.
- Email the board information about new CPAs before selection.

### Scott

- Sign the City of Longmont land exclusion paperwork once Brien confirms that it is ready.
- Add an agenda item to approve the operating and pension budgets during the January meeting.
- Add an agenda item to decide on a Mill Levy increase during Deep Dive in the January meeting.
- Compile and send board feedback to ESCI.

### Judy

- Review board member binder for election deadlines and requirements.
- Ask the attorney to look at the diversity policy, once it is approved by the board.
- Investigate Assessor records to determine the value of the new property to be excluded.

### Dave

- Meet with Chad and insurance rep. to go over insurance policy.

### Chad

- Send the board the details report for budget recommendations.
- Finalize the written Diversity policy.
- Contact the attorney to see if they offer Diversity training and at what cost.
- Send out the newsletter at the end of this month.
- Meet with Truck Committee to finish some options before getting final quotes on the new Brush Truck.
- Meet with Dave and insurance rep. to make introductions and go over insurance policy.

### Cody

- None