

**Hygiene Fire Protection District**  
**P.O. Box 83, Hygiene, CO 80533**  
**Board of Directors Regular Meeting Agenda**  
**Wednesday, June 12, 2019**  
**7:00 p.m.**

**Directors in Attendance:** Scott Snyder, Don Cole, Molly Baldrige, Judy Koslov, and Steve Brinkman

**Directors Not in Attendance:** None

**Department Personnel:** Assistant Chief Benzel

**Meeting Attendees:** Firefighters Ginsburg, Fronapfel, Nabarrete, and Woodworth

- I. PENSION BOARD AS NEEDED – None
  
- II. CALL REGULAR MEETING TO ORDER – Regular meeting called to order at 7:03 PM
  
- III. AUDIENCE COMMENTS FOR ITEMS NOT ON THE AGENDA – None
  
- IV. APPROVE MINUTES
  - a. Regular Meeting May 8, 2019 – Director Snyder noted that Director Koslov abstained from voting on the motion approving the purchase of the new fire truck and requested that the abstention be included in the May minutes. A MOTION to approve the regular Board meeting minutes with the modification was made by Director Brinkman. Director Baldrige seconded and the motion was approved by unanimous vote.
  
- V. REPORTS
  - a. Treasurer’s report
    - i. May – The P/L and budget-to-actual financials were reviewed. Nothing unusual or of concern. We’re 42% into the year but property tax revenue is already close to 100% of budget; taxes are due between February and June so, for the remainder of the year, property tax income will be negligible. Director Baldrige pointed out that the Contingency account was previously included in Capital & Other Expenses because that is where it was originally located on the internal budget; the accounting software doesn’t allow for this so Director Baldrige was forced to break it out into its own line item to make all the numbers match. Equipment expense is high because it includes \$10K for items that were budgeted for 2018 but paid for in 2019. The Medical Training account is negative because the previous Physician Advisor moved away and

generously elected to return his fee. The account will become positive again once the fee is paid to the new Physician Advisor. Most other accounts are right in line with where they should be for this point in the year.

1. There was some discussion about the payment schedule of the new engine (initial payment of \$120,000 before the end of the year) and Director Koslov questioned why this expense was not included in the 2019 budget if it was an anticipated purchase. Director Baldrige explained that large capital purchases are not listed in the operating budget because those types of expenses are not drawn from the same account. The Department of Local Affairs does not require that we submit a capital account budget but it would be valuable for the Board and taxpayers to create one that is as explicit and transparent as the operating budget.
  - Moving forward, the Treasurer will present a Capital Budget in a manner similar to that of the Operating Budget.

b. Secretary's report

i. Upcoming deadlines

1. Steak Dinner is this weekend, June 15<sup>th</sup> at 5PM.
2. Board Members – Three Board members' terms are up next year. Directors Snyder and Koslov have the option to run for another term but Director Baldrige is term limited and will need to be replaced.
  - Director Cole spoke with one person who confirmed she is interested in joining the Board and he has two other people that he still needs to follow up with. Director Baldrige also has someone she is planning to ask.
  - Three Board Member seats will be available so, if more than three people are interested in running, we will need to hold an election in 2020. If an election is necessary, preparations should begin in January 2020.
3. Archive Project – Auxiliary Volunteer Bob Barnaby and Website Manager Brian Sanders recommend centralizing all online Department activity within Google Docs. We already use Gmail so they believe that it would streamline communications if we migrated our online archive to the same cloud-computing technology. There was some discussion of the pros and cons of moving the archives to a new platform and some the Board members are hesitant to “fix what isn't broken.” Director Koslov will send Brian Sanders an email expressing the concerns and CC the Board.

- Prior to the meeting, Brian sent an email offering to meet with the Board and walk everyone through Google Docs and answer questions. Some members were not available on the proposed date so Director Baldrige will coordinate a time for a second instructional meeting.

c. Chief's Report

1. Ambulance Service – Chief Trevithick was not in attendance so Assistant Chief Benzel presented on his behalf. He reported that UCHealth met with AMR and now says that they cannot post an ambulance at the station. This is a relatively recent development and we do not have any further details at this time. The Board requested that Chief Trevithick send an email to all Board members, explaining why UCHealth decided against stationing an ambulance in the District, once he has more information.
  2. If the deal with UCHealth had gone through, the District would have rented the property adjacent to the bunkhouse, which is also owned by Roberta Sadar, to house the additional staff. Chief Trevithick requested that the District pay her one month's rent in appreciation for holding the rental vacant for us if it had been needed. A MOTION to pay Roberta Sadar the equivalent of one month of rent was made by Director Brinkman. Director Baldrige seconded and the motion was approved by unanimous vote.
- ii. Mutual Aid – Things are looking good promising in respect to setting up and/or renewing contracts with surrounding Departments. Mountain View requested setting up a second meeting to discuss future cooperation and possible staging an ambulance in Niwot to serve both Districts.
  - iii. 2841 Vehicle Title – Nothing to report
  - iv. IT Program: Discuss need to migrate archives to Google Docs, and update on IT projects and cost – See Secretary's Report, b3
  - v. Public Information Officer (PIO) – Assistant Chief Benzel is waiting to hear back from his contact about classes on how to format and develop content to generate effective press releases. No reply yet but he will follow up again. Assistant Chief Benzel is already doing write-ups of Department activity and trainings that are posted on the website and he is willing to manage press communications, with the goal of increasing awareness and interest in the HFPD.
  - vi. Fuel Tanks – FF Turner is preparing to submit the permit application for the second time.

vii. Grant Writer – No report

viii. Other Issues & Opportunities

1. The Department recently held two full day, live fire trainings, one at the Boulder training center last Monday and one at the Longmont training center on Saturday. On Monday, Boulder Rural assisted and there was a FF from Nederland. Boulder Rural's Chief helped with the Saturday burn and Longmont sent an engine to support and participate in the training. Representatives from three other Departments were there to train and help meet the certification requirements that are needed to hold live fire drills. Assistant Chief Benzel reported that the training was very successful and both burns were very well attended by members of the HFPD.
2. Response times over the last month have been amazing; out-the-door times average 90- to 100-seconds and even less when FFs are already out or doing trainings.
3. Two engines with air compressor problems will be sent out for repairs in the next week.
4. The UTV lease with Rocky Mountain Kawasaki is up next month and we need to decide whether we want to return it or purchase it. The UTV has been valuable on numerous calls and the Association would definitely recommend buying it. Assistant Chief Benzel noted that the only downfall is that the UTV is not set up for patient transportation but this is something that can be modified. The cost is ~\$15K and the prospective acquisition has already been budgeted under Capital Purchases, albeit for \$13K. Director Baldrige would like Training Captain Barnaby to send the original lease agreement to the Board to try to explain the \$2K difference.
5. A citizen recently complained about dangerous driving by members of the HFPD while on a call. The citizen reported that the engine was going too fast and that the driver did not brake when approaching an intersection during rush hour. Chief Trevithick and Assistant Chief Benzel investigated and determined that no disciplinary action was warranted. Everyone on that crew was counseled, Chief Trevithick spoke with the citizen about the incident, and the case has been laid to rest.

## VI. OLD BUSINESS

- a. Newsletter – The newsletter is slowly taking shape and Director Baldrige is hoping to present a prototype at the July meeting. The bulk of the newsletter content will be

online so we are planning to send a postcard to all members of the District, alerting them to the online resource and outlining some of the content. Director Koslov would also like to use the postcard to encourage people to join the Board and/or solicit nominations. Director Baldrige asked that everyone email suggestions for the postcard to her. We don't need any more employees but Assistant Chief Benzel suggested using the postcard to recruit volunteer FFs who are local, since all recipients of the postcards will be District residents.

- b. Steak Dinner, June 15, 5PM – The steaks have been ordered and everyone who is planning to attend should be signed up by now.

## VII. NEW BUSINESS

- a. Director Cole is still trying to get the new door for the truck. It reportedly shipped but still has not arrived. We will need this vehicle even more as it gets further into wildland season. He will follow up with the vendor to get more information.

## VIII. AGENDA NEXT MONTH

- a. Work Session – No work session in July but will need one in August to start working on the 2020 budget. Special focus will need to be given to ambulance service now that UCHealth dropped out. The Board will need to reconsider the financial viability of offering BLS service and discuss the overall politics of having an ambulance that competes with AMR while also relying on their service. Chief Trevithick was tasked with asking EMS Director Brown to attend the July Board meeting to give information on the current situation with AMR, what our potential options are for ambulance service and what kind of investment it would require. Director Snyder also suggested that we should consider trying to coordinate ambulance service with Mountain View, Boulder Rural and possibly Lyons and that Chief Trevithick could discuss that with them in conjunction with negotiating Mutual Aid agreements.
- b. Regular Meeting – Both Chief Trevithick and EMS Director Brown will need to be at the July meeting to discuss ambulance service, as this would be a substantial component of the 2020 budget planning sessions in August.

- IX. ADJOURNMENT – A MOTION to adjourn the meeting was made by Director Brinkman at 8:04 PM. Director Baldrige seconded and motion was approved by unanimous vote.

### Motion/Resolution Summary:

- MOTION to approve the regular Board meeting minutes with the requested addition
- MOTION to pay Roberta Sadar the equivalent of one month of rent
- MOTION to adjourn the meeting

## **ACTION ITEMS:**

### **Chief Trevithick**

- Work on getting the title to 2841
- Send an email to all Board members, explaining why UCHealth decided against stationing an ambulance in the District
- Ask Training Captain Barnaby to send the original UTV lease agreement to the Board to try to explain the \$2K difference in purchase price vs. budgeted cost
- Ask EMS Director Brown to attend the July Board meeting to give information on the current situation with AMR, what our potential options are for ambulance service and what kind of investment it would require

### **All Board Members**

- Email suggestions for the newsletter postcard to Director Baldrige

### **Director Snyder - NONE**

### **Director Baldrige**

- Coordinate a time for a second Google Docs instructional meeting with those who are unable to attend on the 17<sup>th</sup>.

### **Director Koslov**

- Send Brian Sanders an email expressing the concerns about migrating the archives to Google Docs and CC the Board

### **Director Brinkman - NONE**

### **Director Cole - NONE**

### **Executive Assistant to the Board**

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