

**Hygiene Fire Protection District**  
**PO Box 83, Hygiene, CO 80533**  
**Board of Directors Regular Meeting Agenda**  
**Wednesday August 9, 2017**  
**7:00 pm**

**Directors in Attendance:** Director Snyder, Director Beeman, Director Baldrige, Director Brinkman and Director Koslov (Director Koslov via Skype)

**Department Personnel:** Acting Chief Acting Chief Trevithick, Pension Board Chair Paul Bashor

**Meeting Attendees:** Firefighters Barnaby, Cole, Hoffman, Homyak, Johnson, Sugg, and others;  
Developer rep from Stonebridge exclusion request

- I. PENSION BOARD Called to order at 7:05 pm
  - a. Paul Bashor presented his rewording of the funeral benefits (see his email modified by Director Baldrige). Moved to accept by Director Baldrige, seconded by Director Brinkman, approved unanimously.
  - b. Director Baldrige noted that the HFPD is overfunded with \$400K surplus. She will discuss options with the FPPA. The sense of the group is to continue paying in from the District in order not to lose State match funding (usually 90% of the District's contribution)
  
- II. CALL REGULAR MEETING TO ORDER – Regular meeting called to order at approximately 7:20 pm
  
- III. PUBLIC HEARING - request for exclusion of The Parks at Stonebridge (off Airport Rd). Discussion: It is closer to a Longmont FD station than Hygiene and the exclusion is reasonable. Director Baldrige moved to accept, Director Brinkman seconded, passed unanimously.
  
- IV. APPROVE THE JULY MEETING MINUTES –MOTION: Director Baldrige moved to approve the July minutes. Seconded by Director Brinkman and passed unanimously.
  
- V. REPORTS
  - a. Treasurer's report
    - i. July Financials – Review and discussion of the documents that were provided by Director Baldrige ahead of time. Review of Profit and Loss and Balance Sheet for the month and year-to-date. Nothing unusual or of concern.
    - ii. 2nd Quarter financials approved unanimously.
    - iii. We are now using QuickBooks Online in order to coordinate with our bookkeeper, Vicki Tiedeman, who is on vacation and will begin part time work with us in September. Previously, Director Baldrige used QuickBooks Desktop. Archiving of bills and debit receipts can be done through QuickBooks, so will not be done on Box.
    - iv. Oct 15: Proposed budget must be to Board, approve in November meeting, adopt by December. This means the Chief's budget must

be prepared and submitted by the September Board meeting (Sept 13).

- b. Secretary's report
  - i. Deadlines – Steak Dinner and August Family BBQ. Neither of these have happened yet.
  - ii. Archives and Record Retention – Maggie is working on it and will meet with the Board on August 19 at 10 AM at Director Baldrige's house.
- c. Acting Chief's Report
  - i. Report on response improvement – We are getting help from Lyons, bringing in new volunteers, working on getting weekday day shift coverage.
  - ii. Two new vehicles: white one is quick response vehicle, getting new decals; red one getting lights.
  - iii. License plates – Acting Chief Trevithick will talk to Chad, but according to Director Snyder, they are not required on emergency vehicles.
  - iv. Shift program: In particular we need FFs on shift who can drive a truck. This requires 6 months of probation, and then a sign-off on training by Acting Chief Trevithick.
  - v. SOP for shifts - Director Baldrige will send to Acting Chief Trevithick.
  - vi. Steak dinner was to be August 12, now canceled. Will do the Family BBQ instead, in Sept or Oct instead of June. Acting Chief Trevithick and Travis Sugg will pick a date.

## VI. OLD BUSINESS

- a. Goals
  - i. Board Bylaws and SOPs: Director Baldrige is working on bylaws and SOPs
  - ii. Review Statement of Purpose: The Board made some edits to Chad's version, but the attorney never received it from Chad. Board members should look at it and send comments to Director Snyder, within a week.
  - iii. Executive Assistant job description is complete and approved (motion to approve by Director Brinkman, seconded by Director Baldrige) and posted to Box under Department Operations, Personnel. We should review once more at the time of advertising to make sure the scope is still the same.
  - iv. Verify all employees have proper tax withholding: Director Baldrige – Working with ADP; Insurance; Director Beeman – No Update

## VII. NEW BUSINESS

- a. Landscaping Improvements: Director Baldrige suggested that we find an outside party to deal with it, through donation or reduced rate, and asked for FF opinions. Move memorial for deceased FFs with name tags to the front. There were no objections to Director Baldrige having people in to look at it, with help from volunteers. Department officials stated that if the landscaping was done, FFs would maintain it (put on chore list). Millie Flynn's stone will be moved to under the flagpole and names of deceased FFs and their years of service will be added – discussion of brass plaques

glued or names engraved. The sense was that plaques would be better (easier to create, install, organize.)

- b. Recycling: Director Baldrige reported that Western Disposal charges \$20/month for one 96 gal single stream recycling container, or \$30 for twice per month. We can recycle cans ourselves for cash. The sense was that all approved and authorized her to establish recycling 2ce a month with Western Disposal and monitor its use and schedule.
- c. The Department Christmas party will be at the Shupe's venue on December 1, 6:30 pm
- d. Next steps for HFD reset - see and discuss the table that Director Snyder emailed. *ATTACH IT HERE or to BOX?* Discussion:
  - i. Director Brinkman suggested that we concentrate on items 1-10, rather than the later ones, which are more major long-term solutions.
  - ii. Per Department members in the audience who were invited to participate in the discussion:
    - 1. During day, we want FF1, EMT, and qualified driver. Probationary FFs can do EMT.
    - 2. It makes no sense to pay shift workers if at least one of them isn't signed off on driving the trucks. The purpose of the shift program is defeated if the shift workers have to wait for a qualified driver to reach the station before responding.
    - 3. We'd have to pay \$150/day shift and \$75/night shift to attract qualified shift workers. 365 days x \$225 for 24 hr coverage = annual cost of \$82,125. With taxes, could be \$94,000 for total coverage for one qualified shift worker. Board opinion to consider: Might be the best use of District funds, if our goal is fastest response possible.
  - iii. Some choices: Full time paid chief who delegates tasks vs. part time or volunteer chief and administrative assistant. Acting Chief Trevithick believes that there is a lot of free time between shifts and that delegation could work. A FF suggests paid assistant and chief who holds FFs on shift to be accountable. Director Brinkman worries that a part-time chief could get buried in work as in the past.
  - iv. Admin person - best if also a FF, but not necessary. Should have one year contract, then review.
  - v. Director Brinkman suggests full time chief and part time admin.
  - vi. Another option is full time admin to take care of all the details and a paid part time chief to lead and oversee.

- vii. Director Snyder suggests paying less for evening/weekend shifts, and more for weekday daytime.
  - viii. JJ said that Lyons is having to answer calls that Hygiene isn't answering. Director Brinkman is skeptical that there are very many. JJ says that many FFs are not meeting the training requirements.
  - ix. An alternative (item 4 on chart) is to have paid contract employees (hourly, no benefits) to cover weekday day shifts, instead of volunteer FFs.
  - x. Director Brinkman suggested expedited probationary period for motivated volunteers who are willing to accelerate their training. Director Baldrige suggested posting a job for full time chief to see who applies, waiting on admin assistant. Director Snyder wants more info from other FDs, and then discuss.
- VIII. ENTER EXECUTIVE SESSION AT 9:17 PM to discuss best alternative for leadership structure, compensation of acting Chief. Motion made by Director Baldrige, seconded by Director Brinkman. (Director Koslov left the meeting due to bad Skype connection.)
- IX. EXIT EXECUTIVE SESSION AT 9:46 PM
- X. ADDITIONAL BUSINESS
- a. BoD must insure that standards are applied equally for all FFs. People need and want be held accountable and that starts with direction from the Board.
  - b. Other business: A representative from citizens group wants records on Highway 66 accidents. We will provide them when we get an admin assistant.
  - c. We need to approve the Chief's job description. All of us should look at it, comment, and approve it. "No obligation to fill the position", so no harm in posting it. Director Snyder will email us the current draft. Then post job description on the web site, and Times Call announcement. Director Snyder can post it in newsletters for FFs.
  - d. We need to understand/update our insurance situation with a PT bookkeeper who is a contract employee, a minute taker (for the moment, until we decide on Executive Assistant) who is undetermined status. Need to check with Lyons Gaddis to see terms for contract vs employee, then make sure we have insurance right. Directors Koslov and Beeman will work on.
- XI. MOTION TO ADJOURN at 10 PM. Made by Director Brinkman, Seconded by Director Beeman

**Motion/Resolution Summary:**

- MOTION to accept the rewording of the Funeral Benefit section of the Pension Bylaws
- MOTION to approve the 2<sup>nd</sup> quarter financial statements
- MOTION to approve the wording of the Executive Assistant job description
- MOTIONS to go into and come out of Executive Session

**Director Tasks:**

**ALL:** Review Statement of Purpose and get comments to Scott by August 25.

**Director Baldrige:**

- Set up recycling program with Western Disposal
- Send Shift SOP and notes on legal issues with Shift Program to Acting Chief Trevithick

**Director Koslov:** Check with Lyons Gaddis about whether bookkeeper, minute taker, and ultimately Administrative Assistant can be contract, employee or can choose. Then tell Director Beeman so he can check with Tribbett about workers comp and other insurance.

**Director Beeman:** Check with Tribbett after hearing from Director Koslov about employment status