

**Hygiene Fire Protection District**  
**PO Box 83, Hygiene, CO 80533**  
**Board of Directors Regular Meeting Agenda**  
**Wednesday, January 14, 2015**  
**7:00 pm**

**Members in Attendance:** Director Steve Brinkman, Director Amy Aschenbrenner, Director Scott Snyder, Director Molly Baldrige

**Fire Chief:** Chad Bollacker

**Guests in Attendance:** Paul Bashor, Chris Citrola, Keith Parinello, Kristen Johansen, Edward McClure

- I. **PENSION BOARD**-Cody Trevithick was voted on to the Pension Board. Paul Bashor discovered discrepancies in pension documents. Paul will make all necessary changes by the deadline. Pension Board will need to add a new SOP in regards to the proper documentation of a member leaving the department. Motion to pay Todd Haselbush retroactively for his pension benefits dating back to August, 2014 made by Director Aschenbrenner, seconded by Director Baldrige and passed unanimously.
- II. **CALL MEETING TO ORDER**- Meeting was called to order by Director Brinkman at 7:12pm.
- III. **APPROVE THE REGULAR MEETING MINUTES** Motion to approve the November 12, 2014 regular meeting minutes, as amended, made by Director Aschenbrenner, seconded by Director Snyder and passed unanimously.
- IV. **CORRESPONDENCE**- Director Baldrige shared correspondence from DOLA regarding firefighter Heart and Circulatory Malfunction Benefit which only applies to paid employees who have been working for five or more years. This topic will be revisited again when Chief Bollacker completes five years with HFPD. Director Baldrige also announced that the allocation reports will not be available until February 17, 2015.
- V. **OLD BUSINESS**
  - a. Regular meeting notice and posting resolution- Director Brinkman shared the resolution which was adopted on January 14, 2015. All future postings will be posted at 3 locations within the district: the firehouse, Mary's and the third location is TBD.
  - b. Schedule for 2015- Collins Cockrel & Cole will provide an updated compliance schedule and Director Aschenbrenner will finalize a Hygiene specific schedule for 2015.
  - c. Fire House improvement status- Chief Bollacker is currently working on the keypads for the doors.
  - d. Newsletter review and production schedule- the 2015 newsletter was reviewed and finalized. The newsletter will be mailed out in January, 2015. Chief Bollacker will upload the newsletter to the HFPD website. Bids to have a firm perform the printing, envelope stuffing and mailing of the newsletter will be reviewed and presented to the BOD in emails to allow the Board to determine best path forward.
  - e. 2015 budget review if necessary- there was no review necessary.
  - f. Property annexation issues- The annexed land was discussed and timing for removal from Hygiene tax revenue was determined to be 2016.
  - g. Discuss Planning Consultant RFP- Director Snyder provided a sample RFP for consulting work. All Directors will review the document and send all revisions to Director Snyder.
  - h. Post Office lease agreement discussion- Director Aschenbrenner will review the original copy of the lease agreement between HFPD and the Post Office.
- V. **NEW BUSINESS**
  - a. Director Brinkman has assigned each of the Directors to write up 5 goals for the BOD's 2015 work. Directors are to provide these at the February regular meeting.

**VI. OFFICERS' REPORTS** – The year end budget was completed, submitted and accepted. Chief Bollacker will post the year end financials on the HFPD website.

**VII. FIRE CHIEF'S REPORT-**

- a. There were 10 total calls in December.
- b. There were 54.5 total training hours in December.
- c. 2830 is still out of service. Chief is still waiting for the low pressure oil pump from Ford.
- d. Recruiting is still on-going.
- e. Three new members were sworn in, in December, 2014.
- f. Annual Pump test and certification were completed on 2803, 2801 and 2802. 2803 and 2801 passed certification, 2802 failed. 2802 will be re-inspected.
- g. Ice rescue training will start at the end of January. 15 HFPD members will be participating in this training.
- h. Mill Levy- 2015 workshop/seminar on February 11, 2014 to help identify successful measure for tax related changes in a district.
- i. Pancake supper is February 28<sup>th</sup>.
- j. 2014 year end call statistics- average response time from dispatch to arrival-  
EMS-13m, 2s  
For fire- 12m, 29s  
Average response time from dispatch to beginning route-  
EMS- 6m, 15s  
Fire- 5m, 30s  
Average on-scene time- 40m, 15s
- k. Chief reviewed NFPA compliancy- 1720- Volunteer Department- within the NFPA 1720, HFPD falls under the rural area category (less than 500 people per square mile), requirements include minimum staffing to respond is 6 personnel, minimum response time is 14 minutes for distances less than 8 miles, minimum number of staff to respond for distances greater than 8 miles is 4 personnel and the minimum response time is dependent on distance.
- l. 2014- twenty calls that were greater than the NFPA 1720 allotted response times.

**IX. AUDIENCE BUSINESS - none**

**IX. Deep Dive** – The newsletter being mailed out needs to have all references to the HFPD website be complete in that the material being sited actually exists on the website. Public outreach continues to a top priority. Discussion for the next newsletter will begin at the February regular meeting.

**X. ADJOURNMENT** - Director Aschenbrenner made a motion to adjourn, seconded by Director Baldrige, passed unanimously. Meeting was adjourned at 8:31pm.

## **Director Tasks**

### Everyone-

- Review the proposed RFP that Scott sent out about the consulting work, send Scott comments/suggestions
- Write up 5 goals and bring to the February meeting

### Steve-

- Replace “schedule for 2015” with “2015 Board goals” on the February agenda.

### Molly-

- E-mail Amy the Post Office lease agreement

### Amy-

- Start a timeline of HFPD accomplishments.

### Scott

- Review and update the RFP

### Chad

- post year end financials on the website
- look into how to get an e-mail subscription on the website

### Cody

- none