

Hygiene Fire Protection District
PO Box 83, Hygiene, CO 80533
Board of Directors Regular Meeting Agenda
Wednesday, July 13, 2016
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, Maggie Personcus, Travis Sugg, Sara Fillmer

Meeting Attendees: None

- I. AUDIENCE BUSINESS - None
- II. PENSION BOARD AS NEEDED – None
- III. CALL REGULAR MEETING TO ORDER – Director Snyder called the meeting to order at 7:03pm.
- IV. APPROVE THE JUNE MEETING MINUTES – Director Baldrige moved to approve the minutes, Director Koslov seconded, and it passed unanimously at 7:03pm.
- V. REPORTS
 - a. Treasurer’s report – No questions on the financials.
 - i. Second quarter financials will be reviewed and approved during the August meeting.
 - ii. The audit is extended to September. The final cost will be \$4500.
 - b. Secretary’s report – Director Koslov sent a preliminary calendar via email. She will also put a copy in the new online document storage system which will be discussed in Old Business.
 - c. Chiefs Report –
 - i. Short and long term proposals to correct call staffing shortages.
 1. Attendance has increased. Chief Bollacker has made some changes to the attendance requirements and incentives given. The Officers were involved in the decision to make these changes.
 - a. Minimum calls and training hours will now be checked quarterly instead of annually.
 2. Chief Bollacker is researching the option of an alternative to the pension in the form of a monthly or quarterly stipend. Berthoud Fire is an example of a department using this alternative program.
 - a. Chief Bollacker believes that approximately 50% of the volunteers would be supportive of a stipend instead of a pension.
 - b. Director Baldrige will consult the attorney to see how a stipend program effects the pension program.
 3. Chief Bollacker and the Officers discussed how many responders are necessary at each type of call (e.g. medical, traffic accident, structure fire...)
 4. Discussion pay per call/shift programs.
 5. Chief Bollacker also brought up the idea of reimbursing the assistant chief and officers for the extra time that they spend outside of their volunteer duties.
 6. Discussion of the idea of potentially hiring two or three part-time responders.
 7. Director Baldrige asked about non-monetary incentives that the department could explore.
 8. Director Beeman asked what percentage of time is spent on training hours as opposed to calls.
 - a. Varies greatly per volunteer.
 9. There are currently 24 volunteers so Director Baldrige suggested that more recruiting efforts be made to get up to 35 volunteers.
 - a. Chief Bollacker discussed the recruiting efforts already in place.
 - i. Fliers at Front Range CC, Aims CC, local businesses.
 - ii. Banners to hang up near the station.

- iii. Emails from a state website where volunteers can sign up looking for volunteer opportunities.
 - iv. Chief Bollacker would like to increase the department's social media presence.
- 10. Director Baldrige would like to take all of this information into account for long term planning.
 - a. Chief Bollacker suggested that there be one person assigned to recruitment and retention.
- 11. Director Koslov discussed the opportunity to recruit volunteers solely for medical calls since those are the majority of the calls.
 - a. Director Beeman agrees that medical experience may be attractive to some volunteers.
- 12. Director Brinkman explained that he is in support of reimbursements but also understands that using money as incentives may not be the complete solution.
- 13. Director Snyder expressed his opinions;
 - a. Recruiting at fire science programs and local businesses should be a large priority. Although it is a long-term solution because of the time it takes to train new firefighters.
 - b. Auto aid/mutual aid agreements should be a priority
 - c. He is most concerned with the short term solutions.
 - i. Chief Bollacker should interview individual firefighters about what incentives are attractive to them.
 - ii. Look into what administrative support different departments use. He wants to see some job descriptions.
- 14. Director Baldrige asked that Chief Bollacker make a list of administrative duties that he needs assistance with.
- 15. AMR has stated that they cannot continue to fund a full-time ambulance to serve the northern part of Boulder County.
- ii. Brush Truck Bids – Chief Bollacker has received three different bids to discuss.
 - 1. The first doesn't include the cab and chassis. \$131,100. The cab and chassis would cost approximately \$48,000-58,000 in addition.
 - 2. The second is Danko for \$136,768. If full payment is made, they will deduct \$1,450. This bid also includes \$500 to fly the chief out to inspect the truck.
 - 3. The third from BME is \$143,176 including two trips (one mid-build and one when the construction is complete).
 - 4. Chief Bollacker suggests that a decision be made quickly. The need for replacement is immediate.
 - 5. The board is directing the Chief, with Director Baldrige's assistance, to choose and purchase the brush truck. So moved by Director Koslov, seconded by Director Brinkman, and passed unanimously at 8:58pm.
 - 6. Chief Bollacker will be out of town next week. He will also be out of the office five days in August for trainings.

VI. OLD BUSINESS

- a. BOD Goals, Director Baldrige – Discussion of 2016 Board Goals written by Director Baldrige. Reviewed draft due dates, and adoption due dates.
 - i. Item 1 Correcting Staffing and Response Time Deficiencies- In the August meeting, Director Baldrige would like to discuss this in greater detail. She would like Chief Bollacker to send the Board firefighter feedback and any other information ahead of time.
 - ii. Item 3 – Chief's Job Description – Director Snyder would like feedback about the plan that he sent out by the end of July.
 - iii. Director Baldrige moved to adopt BOD Goals, seconded by Director Brinkman, and passed unanimously at 9:24pm.
- b. Insurance Director Beeman – Met with Insurance agent and reviewed the three different plans that cover the department.
 - i. The new plan changes result in a \$308 savings for next year.

- ii. Director Beeman will compile a document with all of the Insurance details summarized for the next Board Meeting.
- c. Long Range Plan Director Brinkman – Director Brinkman made a first draft and sent it to the Board.
 - i. He looked at six different fire departments and pulled out parts that he agrees with.
 - ii. He would like the rest of the Board to review it and provide him with feedback by July 31st so there can be more discussion in the August meeting.
- d. Chief's Job Description and Benefits Director Snyder – Director Snyder compiled information from City of Longmont job descriptions.
 - i. He would like assistance with the salary and benefits information and will work on a second version to send out. He would like feedback.
- e. Clerical/IT Assistance – The Board would like to hear what Chief needs assistance with in the August meeting.
- f. Secretary's Calendar Director Koslov – Has been sent out for the Board to review. Send Director Koslov input.
- g. Document Storage and Retrieval Directors Koslov and Beeman– Director Beeman will be the main manager of the box.com document storage site.
 - i. Each member will set up their own free account and upload the documents associated with their duties by the August meeting.
 - ii. Director Koslov created a framework for all folder to create and link together.
 - iii. Directors Koslov and Beeman will explore the option of transferring folder owners in the event that any owners leave the organization.
- h. West Grange Exclusion Director Snyder – Director Snyder checked the legal description. Director Koslov moved to allow Director Snyder to sign any necessary paperwork to complete the exclusion. Director Baldrige seconded, and it passed unanimously at 10:00pm.

VII. NEW BUSINESS

- a. Champion Greens Exclusion – This is a new parcel that also needs to be excluded from the district. Director Baldrige moved to allow Director Snyder to sign any necessary paperwork to complete the exclusion. Director Koslov seconded, and it passed unanimously at 10:03pm.

VIII. B.O.D. GOALS STATUS CHECK – Discussed during Old Business

- IX. ADJOURNMENT Director Baldrige moved to adjourn, seconded by Director Koslov, and passed unanimously at 10:04pm.

Director Tasks

Everyone

- None

Steve

- Compile Long Range Plan comments and send a second draft for the August meeting
- Send Scott feedback about Chief's Job Description
- Create Box.com account and upload documents by August meeting
- Review calendar and give Judy feedback

Molly

- Send Scott feedback about Chief's Job Description
- Send Steve feedback on Long Range Plan
- Create Box.com account and upload documents by August meeting
- Review calendar and give Judy feedback
- Bring second quarter financials for approval
- Assist Chad with finance option to purchase brush truck
- Consult attorney about stipend option versus pension

Scott

- Compile feedback for Chief Job Description and bring to August meeting
- Send Steve feedback on Long Range Plan
- Create Box.com account and upload documents by August meeting
- Review calendar and give Judy feedback
- Sign any exclusion paperwork regarding two previously discussed parcels

Judy

- Send Scott feedback about Chief's Job Description
- Send Steve feedback on Long Range Plan
- Create Box.com account and upload documents by August meeting
- Update calendar as needed
- Research folder transfer options in the event that a folder owner leaves

Dave

- Send Scott feedback about Chief's Job Description
- Send Steve feedback on Long Range Plan
- Create Box.com account and upload documents by August meeting
- Review calendar and give Judy feedback
- Research folder transfer options in the event that a folder owner leaves
- Compile a document with all of the Insurance details summarized

Chad

- Create Box.com account and upload documents by August meeting
- Review calendar and give Judy feedback
- Purchase brush truck with assistance from Molly
- Bring further information about short and long term proposals to correct call staffing shortages to August meeting
- Send incentive information to the Board ahead of time for their review
- Make a list of administrative duties that you want assistance with

Cody

- None