

**Hygiene Fire Protection District**  
**PO Box 83, Hygiene, CO 80533**  
**Board of Directors Regular Meeting Agenda**  
**Wednesday, August 10, 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 Personesus, Paul Bashor, Andrea Nabarrete, Robert King

**Meeting Attendees:** None

- I. AUDIENCE BUSINESS - None
- II. PENSION BOARD AS NEEDED – Mr. Bashor discussed the stipend instead of pension option which the board is exploring.
  - a. Director Baldrige checked with the Attorney and the FPPA to confirm that this option is allowed.
  - b. There is a \$294,000 surplus in the FPPA account. As long as the account is fully funded the department is not required to pay in until the surplus runs out. But, if the department does not contribute, the state won't contribute either. The state usually pays 90% (\$28-29,000) of what the department contributes (\$32,000).
- III. CALL REGULAR MEETING TO ORDER – Director Snyder called the meeting to order at 7:16pm.
- IV. APPROVE THE JULY MEETING MINUTES – Director Koslov moved to approve the minutes, Director Baldrige seconded, and it passed unanimously at 8:54pm.
- V. REPORTS
  - a. Treasurer's report – No questions on the financials.
    - i. Director Koslov moved to approve the second quarter financials, seconded by Director Brinkman, and approved unanimously at 8:55pm.
    - ii. The audit will be completed by September 30<sup>th</sup> at the latest.
  - b. Secretary's report – Director Koslov inquired about whether she should notify the board of upcoming due dates via email. Director Baldrige asked that individual responsibilities be included on the calendar and be kept on box.com.
  - c. Chiefs Report –
    - i. July Calls
      1. There were 33 total calls in July.
    - ii. New Brush truck, Update: Contact information passed on to Director Baldrige to set up the payment.
    - iii. Annual Pump Certification and Ladder Certification has been completed. Found a couple leaking valves on 2801. Working with mechanic to schedule repair. Mechanic has ordered parts needed.
    - iv. MDA Fill the Boot is scheduled for September 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> at intersection of 75<sup>th</sup> and Hygiene Rd.

- v. Hygiene Hay Days is scheduled for September 3<sup>rd</sup>. Department will be doing an extrication demonstration and demonstrations with Fire Extinguishers
- vi. Discussion of Call Staffing Standards - CFAI call attendance depends on risk analysis. The majority of district is in the low risk category.
  - 1. Director Koslov moved to set a standard for emergency call staffing; 6 personnel for non-EMS and 2 personnel for EMS calls responding within 15 minutes, 80% of the time in 2016. Seconded by Director Beeman and approved unanimously at 7:43pm.
  - 2. Member Interviews Discussion
  - 3. Job Descriptions for Part Time Administrative Assistant/Firefighter 24-30 Hours a week
  - 4. Job Description for Part Time Volunteer Recruitment Retention Coordinator/Firefighter 24 hours a week
    - a. Director Koslov moved to approve the Administrative Position description. Director Beeman seconded, Director Baldrige abstained from voting.
    - b. Director Baldrige asked to table it until next month to review the information more thoroughly.
    - c. Director Koslov withdrew the motion for further consideration next month.
    - d. Director Baldrige would like the department, if it's going to spend more money on personnel, to spend it on a shift program or stipend program for firefighters before any administrative positions.
  - 5. The Marijuana Grow Facility proposal is scheduled with the County Commissioners with a hearing Scheduled
  - 6. First draft of 2017 Budget Request. Still in progress. Funds for part time positions and new brush truck have not been calculated into the budget request yet.
  - 7. Auto/Mutual Aid – Chief Bollacker is discussing with AMR ambulance service changes. Chris Williams with AMR is running numbers to analyze the cost of a joint ambulance option.
  - 8. Incentive Options Research – Agenda items 8 and 9 will be discussed in the September meeting.
    - a. Member Interviews
      - i. Options
        - 1. Stipend/Pension
        - 2. Pay Per Call
        - 3. Officer Pay
        - 4. Non-Monetary
  - 9. Long Term Solutions
    - a. Volunteer Recruiting Efforts
      - i. Recruiting Staff Position
    - b. Medical Only Responders
    - c. Ambulance Plans

## VI. OLD BUSINESS

- a. Reevaluate BOD Goals – Further discussion in September meeting.

- b. Insurance – Director Beeman met with the insurance agent and created a summary document which he uploaded to his box.com folder. He added insurance due dates to the calendar.
- c. Long Range Plan – Director Brinkman is working on this. He would like to table it until the September meeting.
- d. Board SOPs – As they are developed, Director Baldrige will send them to the board and then finalize them via email, using Board meetings for this topic only if there is need for discussion.
- e. Chief's Job Description and Benefits – Directors Snyder and Baldrige will work on this further offline.
- f. Box.com – Director Beeman will assist board members to create their accounts and folders.
- g. West Grange Exclusion - Director Snyder hasn't received anything else to sign. Lyons Gaddis the attorney has been working on this and has billed the department for legal fees.
- h. Champion Greens Exclusion – Director Snyder hasn't received anything else to sign.
  - i. Assistant Chief Trevithick asked if the department will ever see a need to object exclusions. Once properties are excluded there is a loss of tax income.

VII. NEW BUSINESS –

- a. The replacement SCBAs for the recalled packs have arrived and put in service. In process of shipping recalled SCBA packs back to vendor
- b. Chief will be out of the office August 17<sup>th</sup>-18<sup>th</sup> for a leadership training in Vail, CO.

VIII. B.O.D. GOALS STATUS CHECK – None

- IX. ADJOURNMENT Director Baldrige moved to adjourn, seconded by Director Beeman, and passed unanimously at 9:00pm.

## **Director Tasks**

### Everyone

- None

### Steve

- Compile Long Range Plan comments and send a second draft for the September meeting.

### Molly

- Work with Scott on Chief's Job Description.
- Work with Chad to purchase new brush truck.
- Send SOPs to the board and finalize them via email (by October meeting)

### Scott

- Finalize Chief Job Description with Molly.
- Sign any exclusion paperwork regarding two previously discussed parcels.

### Judy

- Update calendar as needed and include board members responsible for each item.

### Dave

- Assist board members to Create Box.com accounts and upload documents.

### Chad

- Send additional information about call shortage short and long term solution to the board for their review.
- Send incentive information to the Board ahead of time for their review
- Work with Molly to purchase new brush truck.
- Get information from AMR about ambulance service in the district.

### Cody

- None