

Hygiene Fire Protection District

P.O. Box 83, Hygiene, CO 80533

BOARD OF DIRECTORS REGULAR MEETING

Wednesday, February 10, 2021

7:00 p.m.

In Compliance with the State Stay-at-Home Order, this meeting was conducted virtually through Zoom teleconferencing software. Brian Sanders was the meeting Host.

Directors in Attendance: Scott Snyder, Brian Sanders, Steve Brinkman, Marty Butley, and Devon Martin

Directors Not in Attendance: NONE

Department Personnel: Chief Cody Trevithick, Assistant Chief Russ Benzel, Fire Marshal Travis Homyak, Pension Board Chair Paul Bashor, and E/A to the Board Jennifer Cook

Meeting Attendees: Firefighters Caviness, Ginsborg, Dutchman, and Novickis

- I. FRIENDS OF HYGIENE MEETING AS NEEDED – Director Brinkman reported Patrick Martin was voted in as the new Friends of Hygiene Treasurer at the last meeting. We received ~\$250 in donations in January.
- II. PENSION BOARD AS NEEDED
 - a. Actuarial reviews of pension payouts are considered every two years. The last one was done in 2019, and we just raised the payouts in 2020, so Pension Board Chair Bashor doesn't think one is needed. The topic will be revisited again at next 2-year review.
- III. CALL REGULAR MEETING TO ORDER – Regular meeting called to order at 7:05PM
- IV. AUDIENCE COMMENTS FOR ITEMS NOT ON THE AGENDA - NONE
Questions/comments solicited via the Zoom teleconferencing tool.
- V. APPROVE MINUTES
 - a. Regular Meeting, January 13, 2021 – A MOTION to approve the regular meeting minutes was made by Director Butley. Director Brinkman seconded and the motion was approved by unanimous vote.

- b. Special Meeting, January 30, 2021 – Vote to approve the Special Meeting minutes postponed until the March Regular Board meeting.

VI. REPORTS

a. Treasurer's Report

i. January Financials – The budget-to-actual report was reviewed.

1. The last donation recognized as going to the District was in 2017. Thereafter, contributions have been attributed to the Friends of Hygiene.
 - Any donation checks will be put into the Friends of Hygiene mailbox, which Chief Trevithick will create if needed.
2. ADP sent out W-2s to all employees, so Administrative Expenses are slightly high for this point in the year. The Dues account is high because most of these types of expenses are payable in January. Training (Fire/Rescue) is high because of a \$550 facility fee.
3. Virtually no interest income was budgeted from the investment accounts because the rates are close to zero right now.
4. Director Sanders added additional lines at the bottom of the 2021 budget to track expenses that are occurring this year but apply to the 2020 budget.
5. As discussed and approved at the January Board meeting, the credit card limits have now been raised to \$7,500/card.

ii. Year-End Financials

1. Director Sanders is close to finalizing the transactions for 2020.
2. The last two checks from wildland deployments should arrive in the next few weeks, and there is one small expense that has yet to be paid. No funds have been budgeted for 2021 deployments because it

is contingent on the severity of the fire season and therefore cannot be planned. Proceeds to the District from 2020 deployments should finalize at right around \$150,000. As mentioned at the last meeting, Chief Trevithick will use a small portion of it to purchase customized jackets for the members who deployed. The Board will consider how the remainder should be used to best serve the District.

3. Once the lingering transactions captured in the 2020 budget are finalized, Director Sanders will start preparing the financials and documentation for the audit.

- We're likely to stay over the \$750k threshold for an audit so we should plan to budget for that expense in future years. Audit funds were included in the 2021 budget.

b. Secretary's report

i. Transparency Notice due by January 15 – In the last month Director Brinkman filed numerous documents with DOLA and the Boulder County Assessor's office. With the exception of a current map of the District, we should be caught up. He is having difficulty tracking down a GIS-quality map that reflects changes to the District boundaries that have transpired in the last year. Assistant Chief Benzel may have access to the kind of map needed and Director Brinkman will follow up with him.

1. Director Brinkman noted that Director Martin still needs to sign her Oath of Office. She will do so and leave the document in Director Brinkman's mailbox at the station.

c. Chief's Report

i. Run Data – In January there were 30 calls, including 3 for Fire, 16 EMS, and 5 motor vehicle accidents. The average Dispatch-to-en-route times were ~2:22-minutes for HFPD, and ~4:16-minutes for AMR. Over 21 calls, the average en-route-to-arrival time for HFPD was 3:59-minutes. Over 13 calls, the average en-route-to-arrival times were ~7:49 minutes for HFPD, and ~21:51 for AMR. The average number of responders on fire calls was 9. The average number of responders on EMS calls was 6. The average number of responders on MVA calls was 8.

1. Special Incidents: One ice rescue call on January 17th. Seven members responded.
- ii. Shift Coverage – Assistant Chief Benzel presented shift coverage numbers for January. Very good coverage last month. All shifts had a minimum of two people and maximum of six, with an average between three and four.
 1. Seven people were accepted into the Shift Lieutenant program, and it is already working extremely well. Having a Lieutenant on each shift to maintain training and operations has eased the burden somewhat on Chief Trevithick and Assistant Chief Benzel. It also ensures that there is a more experienced member at the station at all times.
- iii. COVID Update, Vaccinations – Any of the members who wanted a vaccination has received it. If anyone was missed or changed their mind, Chief Trevithick will get one for them.
- iv. Credit Card Distribution – We cannot get Hygiene Fire Protection District debit/credit cards from the bank without putting a specific person's name on them. Chief Trevithick is leaning towards linking them to the names of our two Engine Bosses, since our apparatus cannot go out without an Engine Boss anyway. When not in use, the cards will be locked in Chief Trevithick's office.
 1. Chief Trevithick will provide the names of the two Engine Bosses to Director Sanders, who will contact the bank about securing the cards.
- v. Other Issues & Opportunities
 1. FF Dutchman is a member of the HFPD as well as some neighboring Districts. He asked for a chance to speak about possible ways to fund some of the larger projects that many of the smaller, aging Departments will be facing in the future. Mergers with other Districts have been discussed, and most of the Department see a unification of some kind, at some point. FF Dutchman suggested that some of the smaller and less funded Districts like Hygiene may want to consider issuing a bond to supplement the cost of bringing aging apparatus and infrastructure up to date as a means to expand and/or facilitate future alliances.

VII. OLD BUSINESS

- a. Post Office Lease – Director Martin reported that our lawyer spoke with USPS yesterday. It went well and his points are being built into their government forms. She hopes to have a lease to present at the next meeting.
 - i. Director Martin printed out the forms to approve the agreement, which she will leave for Director Snyder in his station mailbox.

- b. Board Staff Performance Reviews (executive session)

- c. Discuss goals for 2021
 - i. The Board agreed that developing a strategic plan (No. 8 on list below) is a good place to start, as a way to draw the various ideas and list items together.
 1. Develop plan to move firefighters toward market pay and benefits
 2. Review fee schedule (Fire Code and any others that we might charge)
 - Fire Marshal Homyak reported that he is waiting for 2021 code to come out. Once that happens, he will develop a fee schedule based on the new directives. This will allow both the 2021 code and the updated fee schedule to be adopted at the same time.
 3. Develop plan for construction of replacement facilities except apparatus bays
 - Purchase green house
 - Sell Post Office
 4. Review apparatus replacement schedule, develop sustainable funding
 5. Consider opportunities for efficiency via intergovernmental agreements
 6. Newsletter for 2021 and/or year-end report for 2020
 7. Fundraising
 8. Strategic Plan

- ii. The Board decided to hold a work session to discuss 2021 goals, as well as lay out the groundwork for future strategic planning. The meeting will take place at 12:30PM on February 28th at the Fire Station. Social Distancing measures will be taken.
 1. Approximately 5 years ago, the Board hired Emergency Services Consulting International (ESCI) to prepare an Agency Evaluation and Risk Analysis for the Department. The purpose of which was to “assist the District in future planning and provision of comprehensive emergency services to the citizens of Hygiene and the surrounding area.”
 - Director Snyder requested that the Board members look at the recommendations and data within the 2015 report, so it can be used as a baseline for comparison and guideline to evaluate priorities. Director Sanders will send a link to the report on Google Drive to all Board members.
- iii. Director Butley noted that, as someone who just recently joined the Board, he would find it very helpful to have a consolidated spreadsheet of equipment showing details such as: quantity; year of purchase/age; replacement schedule; problems they’ve had/maintenance records; do we have more or less than the quantity needed; can they be refurbished or is replacement the only option; etc.
 1. Director Sanders suggested that the Board make a list of informational requests in this vein at the work session, to give to Chief Trevithick. Once the answers have been secured, the Board can compare the results to the 2015 analysis findings. He can also set up a Google Docs/Sheets to track 2021 planning.
 2. Director Snyder volunteered to meet with Chief Trevithick to identify which tables need to be updated as far as equipment, trucks, radios, air packs, etc.
 - Fire Marshal Homyak will send inventory reports to the Board, and noted that a lot of that information may already be in the emergency reporting system, to which the Board has access. The Board can review the system reports as starting

point to see what data has been tracked, and how it compares to what information the Board would still like to see.

VIII. NEW BUSINESS

a. Election Process, Deadlines

i. Director Butley will look into when we can hold elections for a mill levy increase and bring that information to the work session.

1. Getting some of the information may require speaking to our attorney, but Director Butley will clarify if they will charge for a few yes or no question first. If so, he will discuss it with the Board first.

ii. We have the option to piggyback onto Boulder County elections at their pre-set time/date, or we can choose to hold our own. Director Butley noted that we might have a better chance on our own. The turnout might be smaller but the respondents would be those who have a greater investment in, and are more informed about, the HFPD. Larger scale elections through Boulder County could lead to a knee-jerk reaction by less involved voters to automatically vote against a mill levy tax increase, irrespective of the benefits to the District.

b. Grant Writer – Chief Trevithick has the name of a new grant writer and will forward her information to the Board for consideration. She has secured a number of grants for Boulder Emergency Services, but she is also a little more expensive than the person we'd looked at last year.

c. Elect Board Officers

i. Director Brinkman nominated Director Martin to the role of Secretary. Director Butley seconded and the nomination was passed unanimously.

1. Director Butley offered to assist Director Martin in her secretarial duties wherever possible.

- ii. Director Brinkman nominated Director Snyder to continue to serve as Board President. Director Sanders seconded and the nomination was passed unanimously.

- d. Fire Marshal Homyak reported that the Division of Fire Prevention and Control is moving 2021 code, while Boulder County is looking likely to use 2020 code. The HFPD has 2012 now but is looking to adopt the 2021 codes when they come out in July. We will match our fee schedules to that once we have the Details.
 - i. Fire Marshal Homyak's reported that he has been fighting with Boulder County for the last two weeks about fire code standards. In the four years that he's held this position with the HFPD, the stance has been that agricultural buildings are not required to meet fire access requirements. Boulder County is now pushing back on that, which means that nearly all of the agricultural building plans that he's approved are now being disputed by the County.

 - ii. The owner of the Black Cat restaurant in Boulder has been running an unlicensed restaurant out of their barn. The County is looking hard at them because they never suspended business in accordance with COVID prevention mandates and nothing in the building has been permitted or built to code. The barn housing the restaurant is within the Hygiene Fire Protection District, which means that Fire Marshal Homyak will be involved in fire codes for the property. Director Snyder noted that we want to be careful not to become an enforcement agent for the County. We will not take a position on anything other than fire code.

IX. AGENDA NEXT MONTH

- a. Work Session – Work session on February 28th at 12:30PM to start planning goals for upcoming year. (See VII, c, ii)

- b. Regular Meeting – No discussion

X. EXECUTIVE SESSION – A MOTION to go into executive session to discuss staff performance reviews was made by Director Butley at 8:31PM. Director Brinkman seconded and the motion was approved by unanimous vote.

XI. ADJOURNMENT – The meeting was adjourned at the close of the executive session.

Motion/Resolution Summary:

- MOTION to approve the regular meeting minutes from January 13th
- MOTION to go into Executive Session
- MOTION to adjourn the meeting

ACTION ITEMS:

Chief Trevithick

- Create a Friends of Hygiene mailbox if one does not already exist
- Provide Director Sanders with the names of the two Engine Bosses for the credit cards
- Forward information on the possible new grant writer to the Board

Assistant Chief Benzel – NONE

Fire Marshal Homyak

- Send Emergency Reporting inventory reports to the Board for use in work session

Pension Board Chair Bashor – NONE

Department Officers – NONE

All Board Members

- Look at the recommendations and data within the 2015 report, so it can be used as a baseline for comparison and guideline at the work session

Director Snyder

- Sign USPO lease forms that Director Martin will leave at the station
- Meet with Chief Trevithick to identify which tables need to be updated as far as equipment, trucks, radios, air packs, etc

Director Brinkman

- Follow up with Assistant Chief Benzel to see if he has access to a GIS-quality map showing the updated District boundaries

Director Martin

- Sign Oath of Office and leave in Director Brinkman's mailbox at the station
- Leave USPO lease forms needing Director Snyder's signature in his station mailbox

Director Sanders

- Contact the bank about securing credit cards under the names of the two Engine Bosses, which Chief Trevithick will provide
- Send a link to the 2015 consultant's analysis report on Google Drive to all Board members

Director Butley

- Look into when we can hold elections for a mill levy increase and bring that information to the work session

Executive Assistant to the Board

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