

Hygiene Fire Protection District
P.O. Box 83, Hygiene, CO 80533
Board of Directors Regular Meeting
Wednesday, May 13, 2020
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.

Ongoing Directors in Attendance: Don Cole

Outgoing Directors in Attendance: Scott Snyder, Judy Koslov, Molly Baldrige

Incoming/Elected Directors in Attendance: Scott Snyder, Brian Sanders

Directors Not in Attendance: Steve Brinkman (ongoing Board member)

Department Personnel: Chief Cody Trevithick, Assistant Chief Benzel, Training Captain Barnaby, Fire Marshal Homyak, and E/A to the Board Jennifer Cook

Meeting Attendees: Devon Martin, H&S Development representative Jake Spencer

- I. PENSION BOARD AS NEEDED – Called to order at 7:07 PM.
 - a. Since this is her final meeting, Director Baldrige needs to be removed from the list of Pension Board contacts. Director Baldrige recommended that the new contact be identified as “Treasurer,” instead of a specific name, to avoid tying authorization to a particular person.

- II. CALL REGULAR MEETING TO ORDER – Regular meeting called to order at 7:10 PM

- III. AUDIENCE COMMENTS FOR ITEMS NOT ON THE AGENDA
Questions/comments solicited via the Zoom teleconferencing tool.
 - a. We approved a District exclusion for H&S Development a couple months ago, and now the developers need to add an additional parcel of land. Jake Spencer asked if we could add a public hearing on the exclusion to next month’s meeting agenda. He already sent the exclusion paperwork and deposit check to Lyons Gaddis. Director Snyder confirmed that our attorney alerted us to the request and that a vote on whether to set a public hearing is later on tonight’s agenda.

- IV. APPROVE MINUTES
 - a. Regular Meeting, April 8, 2020 – A MOTION to approve the regular meeting minutes was made by Director Cole. Director Koslov seconded and the motion was approved by unanimous vote.

- b. Special Meeting, April 18, 2020 – A MOTION to approve the special meeting minutes was made by Director Cole. Director Koslov seconded and the motion was approved. Director Baldrige was not at this meeting so elected to abstain.
- V. Thank Departing Board Members for Their Service – Directors Koslov and Baldrige were recognized for the indispensable service they provided to the HFPD during their respective terms. The amount of time and work they contributed has been extremely valuable and is greatly appreciated.
- VI. Fill Vacancy and Administer Oath of Office for Appointed Board Members – Director Koslov administered Oaths of Office to the two newly elected members, Scott Snyder and Brian Sanders.
- a. Director Cole nominated meeting attendee Devon Martin to fill the remaining spot as a Board Appointee. Director Sanders seconded, and Devon Martin was unanimously approved to serve as a Board Appointee. Director Koslov administered the Oath of Office to her.
 - i. Devon will sign her Oath of Office and send to Director Koslov.
- VII. Nominate and Elect Officers
- i. Chair – Director Cole nominated Director Snyder to continue serving as Board Chair. Director Sanders seconded. No one opposed and there were no other nominations. Director Snyder was unanimously approved to serve as Board Chair.
 - ii. Treasurer – Director Snyder nominated Director Sanders to replace Director Baldrige as Treasurer. Director Martin seconded. No one opposed and there were no other nominations. Director Sanders was unanimously approved to serve as Treasurer.
 - 1. Director Baldrige recommends that the person who take over as Treasurer have some accounting or bookkeeping experience. If no one is available with this type of experience, she suggests using contingency funds to hire a CPA to look over the financials prior to each monthly Board Meeting. If we end up needing to go with that option, the Board will interview a few CPAs before making a decision.
 - 2. Director Sanders has minimal experience with accounting but is comfortable with producing and editing spreadsheets. He accepted

the role on the condition that Director Baldrige will provide support and guidance until he is comfortable doing the job on his own. A CPA will be hired to oversee the monthly financials until it is determined that these services are no longer necessary.

- iii. Secretary – Director Cole nominated Director Brinkman to replace Director Koslov as Secretary. Director Sanders seconded. No one opposed and there were no other nominations. Director Brinkman was unanimously approved to serve as Secretary.
 - 1. Director Koslov will work with Director Brinkman to ensure a successful transition of Secretarial duties.
- iv. 501(c)3 – A member of the Regular Board must be elected to replace Director Baldrige on the Board of the HFPD Nonprofit.
 - 1. Director Cole nominated Director Martin to serve on the Board of the 501(c)3. Director Sanders seconded. No one opposed and there were no other nominations. Director Martin was unanimously approved to serve on the HFPD Nonprofit Board.
- b. As one of her last official duties as Secretary, Director Koslov will file the Oaths of Office with the State for all three new Board members.
- c. Director Koslov noted that a lot of the duties that have fallen to her (ex: elections) are not typically the responsibility of the Secretary. The same is true for Director Baldrige, since archiving work is not part of the role of Treasurer. As the new Board Members take on these positions, there may need to be some realigning of responsibilities, depending on what each new member is willing to do, above and beyond the traditional obligations of their respective titles.
- d. There is no need to secure new Director Bonds; the existing bonds will transfer over to the new members because they are associated with a board title, not a particular board member.
- e. Directors Koslov and Baldrige will have access to the archives on Google Drive until all of their HFPD-related documents have been uploaded.

VIII. REPORTS

- a. Treasurer's Report

- i. First Quarter Approval – Director Baldrige reviewed the balance sheet and budget to actual reports, with some additional explanation and background for the new Board members.
- ii. April Financials – The balance sheet and budget-to-actual reports were reviewed. Accounts above 33% (1/3rd of a year) were noted. Some expense accounts are high for this point in the year, but most are the result of front-loaded expenses that will equalize as the year progresses. Overall, total expenses to date are below 33%.
 1. The first payment on the new truck, totaling \$120k, was made in April. The remaining amount of \$517k will be paid before the end of the year.
 2. Approximately \$1,600 in miscellaneous income came to light when the two accounts at Independent Bank were closed and moved to Bank of the West. Director Baldrige explained this as the result of unreconciled checks that had not cleared and/or checks that were entered into the wrong account over the last ~7 years. We thought these checks had cleared; because they had not, we garnered additional income in the absence of \$1,600 worth of expenses.
- iii. Audit Status – The audit is still in process. It will be finished before the June Board Meeting and Director Baldrige will post the completed document to Google Drive.
 1. HFPD Board bylaws call for audits to be done approximately every five years, as well as every time a Treasurer leaves the Board.
- iv. Banking Consolidation Status – The consolidation process is complete. All bank accounts have now been merged down to just two accounts at Bank of the West.
- v. Investment Status – The paperwork has been sent into CSafe and Director Baldrige will try to finalize the transfer of money this week. There are two possible accounts in which we can invest, one low yield and one with a slightly higher yield. Director Baldrige recommends that we create two funds within the Colorado Core account, which is the one with the slightly higher yield. This account is slightly less liquid because it is invested in short- to medium-term instruments, so we will need to commit our funds to a similar term. It allows only three transfers a month and we would have to put a minimum of 100k into that account to start. We don't have to maintain 100k in our fund to stay invested in the Colorado Core account, it's just the required initial threshold. The second fund would be would be a separate

50k investment, for the purpose of vehicle replacement. Transfers between CSAFE and Bank of the West are easy to do, so the Board can alter these investment amounts as they see fit. Director Baldrige will work with Director Sanders over the next month to get him set up on all accounts and ensure access.

1. Since Director Baldrige is no longer the Treasurer, she is no officially authorized to manage or access any HFPD accounts. She suggested that the Board authorize her to operate in her previous capacity in order to transition the responsibilities over to Director Sanders. The Board acknowledged the conflict and agreed that she will need to maintain Treasurer authority for the purpose of transferring her duties over the course of approximately 30 days, or until the transition is complete.
- vi. Workers Comp Insurance – ADP doesn't have any options for worker comp insurance that would work for our setup and research into other companies produced similar results. Unless a new alternative¹ presents itself, we will need to budget workers comp insurance at the new, higher rate for the foreseeable future.

b. Secretary's report

- i. Upcoming deadlines – Update DOLA, District Court, and SDA filings with the names of the new Board Members.
- ii. Run Data – Director Koslov reviewed the data she assembled for calls between April 1-May 1 with the Board.
 - Primary Action (what the FD does) vs. Complaint Type (the reason for the call): There were 19 incidents in April; the majority (10) of them were BLS calls, 4 were for traffic accidents and 3 for an ill person.
 - COVID-19 a factor in the incident?
 - No – 10
 - Unknown – 6
 - Yes – 3
 - Date, Hour, Zone, and # of Apparatus: Data did not allow for a unique conclusion with regard to date or hour frequency. The zone with slightly more incidents was the Northeast quadrant, while the Southeast quadrant, city limits, and mutual aid had zero incidents. The number of apparatus that showed up most

frequently on a call was tied between 2 and 3, each occurring on 6 separate occasions.

- Mutual Aid/Auto Aid: Out of the 19 incidents in April, AMR responded to 11 (58%), Boulder County Sheriff responded to 5 (26%), and Colorado State Patrol 3 (16%).
- Personnel: The number of responders on calls ranged from 4 to 14.
 - i. Shift workers: At least one shift worker was on each call and highest number of shift workers on a call was five. The most frequent number of shift workers on a call was three, occurring six times.
 - ii. Volunteers: There were zero volunteers on one call and the highest number of volunteers on a call was 10. The most frequent number of volunteers on a call was three, occurring five times.

2. If the Board would like her to, Director Koslov is willing to continue doing Run Data reports. Assistant Chief Benzel expressed opposition to allowing a non-Board Member to have access to IamResponding which, in addition to statistical data, contains confidential incident reports. Chief Trevithick agreed that it could be a HIPAA violation. Training Captain Barnaby suggested that this is operational data and these numbers should therefore be coming from the Department/the Chief. Some Board Members pointed out that Director Koslov is the only one who has been able to collect and present the information in the way that the Board likes. Beyond their informational value, the data she has provided can be used for marketing to the public, as justification for possible mill levy increases, etc.

- As an ongoing Board Member, Director Cole volunteered to take over this task for Director Koslov. She will work with him to explain how she extracts and analyzes the information so that the process can be maintained by an “in-house” member.

c. Chief's Report

- i. Fuel Tanks – We've received two bid prices to wire the tanks to a timer switch, one for \$11,000 and the second for ~\$8,400. This seems very high so Chief Trevithick is going to seek more bids. Jen offered to put him in touch with an electrician, who is also an Officer with the Allenspark Fire Department, to see if he can do it for cheaper.

1. The fuel tanks currently have fuel in them and are being used by the Department. We haven't had to refuel at Valero in over a month. In addition to being more convenient, on-site fuel tanks also translate into improved call response times because we no longer need to take the apparatus far outside of the District to refuel.
 2. It isn't taking very long to run through 500 gallons of fuel, so there's a good chance that we'll need to add a third fuel tank once all the preparation is complete. Chief Trevithick planned for that possibility when they installed the bollards so there is already adequate space to install a third tank.
- ii. Training Ground Lease – Chief Trevithick sent the Board a first draft of the lease to use Roberta Sadar's property for temporary training grounds. Director Baldrige is concerned that it is too generic. Director Martin offered to review it and make edits that she thinks could help make it more detailed and specific to the arrangement. Chief Trevithick will send her a copy of the lease in its current form.
 - iii. Shift Coverage – Great numbers in April. There were typically 3-4 staff per shift and zero days without any coverage.
 - iv. Other Issues & Opportunities
 1. Chief Trevithick and Assistant Chief Benzel are planning to meet in the next week or so to discuss who is going to run the medical side of the HFPD and will be interviewing potential candidates.
 2. Assistant Chief Benzel and Training Captain Barnaby are doing a great job with training and getting people certified. It has been a challenge to maintain enthusiasm with the limited training facilities and they have made the best of the situation. They've also had to come up with a lot of creative alternative training methods during the COVID-19 stay-at-home period.
 3. Chief Trevithick asked the Board to start actively thinking about the next big steps for the HFPD. He has a list of ideas, including completely tearing down and rebuilding the fire station, but acknowledges that such an undertaking forces a lot of big changes and financial decisions. Renting the house next door serves its current purpose, but it is not a permanent solution, and the money could be put towards better, long-term alternatives. To that end, he intends to resume wildland deployments, once COVID-19 restrictions have been

lifted, as a means to generate additional income to help fund large-scale projects.

IX. OLD BUSINESS - NONE

X. NEW BUSINESS

- a. Director Baldrige received an email from Arnold Turner, a local realtor who paid to have the Post Office built on the HFPD-owned land abutting the Fire Station. Turner leases the land from the FD for \$625/month, and rents it to the Post Office at a much higher rate. The lease has been in place for ~20 years and is up for renewal in June. We may want to consider ending the lease with Turner and contract directly with the Post Office, which would generate more income for the HFPD.
 - i. Director Martin works in real estate and will look into what the commercial lease value is, as well as the potential resale property value. She will report her findings at the June Board meeting.
 - ii. All files related to the lease are on Google Drive under "Post Office." Director Sanders will get Director Martin access to Google Drive so that she can familiarize herself with these and other historical HFPD documents.
- b. Property Exclusion Request – H&S Development sent an additional property exclusion request to our attorney, who advised scheduling a public hearing. If the Board members agree, it needs to be added to next month's meeting agenda. A MOTION to schedule a public hearing for the exclusion of the additional 5-acre parcel of land was made by Director Sanders. Director Martin seconded, and the motion was approved by unanimous vote by the attending members.
- c. New Board Member query – Director Sanders asked Assistant Chief Benzel and Training Captain Barnaby what they think the new Board Members could do to become helpful to the Department in the shortest period of time. Training Captain Barnaby recommended keeping an open mind and learning how the two divisions work together. He offered to meet with Director Martin and Director Sanders anytime, to give instruction on the apparatus, organization, training, and anything else that might give them a better understanding and situational awareness.

XI. AGENDA NEXT MONTH

- a. Work Session? - Director Snyder proposed a meeting with all Board members – especially the new ones – and our attorney for a refresher on policy and procedures. Meeting will take place in the evening on May 28th.

b. Regular Meeting – No discussion

XII. ADJOURNMENT – A MOTION to adjourn the meeting was made by Director Cole at 9:23 PM. Director Sanders seconded and the motion was approved by unanimous vote.

Motion/Resolution Summary:

- MOTION to approve the regular meeting minutes
- MOTION to approve the special meeting minutes
- MOTION to schedule a public hearing for the exclusion of the additional 5-acre parcel of land
- MOTION to adjourn the meeting

ACTION ITEMS:

Chief Trevithick

- Send Director Martin a copy of the training ground lease in its current form

Assistant Chief Benzel - NONE

All Board Members - NONE

Director Snyder - NONE

Director Brinkman - NONE

Director Cole – NONE

Director Martin

- Sign Oath of Office and send to Director Koslov
- Review the training ground lease and make edits that could help make it more detailed and specific to the arrangement
- Look into what the commercial lease value of the Post Office land, as well as the potential resale property value. Report findings at the June Board meeting

Director Sanders

- Give Director Martin access to Google Drive

Former Director Koslov

- File the Oaths of Office with the State for all three new Board members
- Work with Director Brinkman to ensure a successful transition of Secretarial duties
- Show Director Cole how numbers are extracted and analyzed to build the Run Data Report

Former Director Baldrige

- Work with Director Sanders over the next month to get him set up on all accounts and ensure full access
- Send the final version of the audit to Brian Sanders to post on the website.

Executive Assistant to the Board

- Send the April minutes to Chief Trevithick and Brian Sanders to post on the Hygiene FD website
- Put Chief Trevithick in touch with the electrician from the Allenspark Fire Department