

Hygiene Fire Protection District
P.O. Box 83, Hygiene, CO 80533
Board of Directors Regular Meeting Agenda
Wednesday, September 12, 2018
7:00 p.m.

Directors in Attendance: Scott Snyder, Molly Baldrige, Judy Koslov, and Don Cole.

Directors Absent: Steve Brinkman

Department Personnel: Chief Trevithick, Training Captain Russ Benzel, Pension Board Chair Paul Bashor, EMS Director Cindy Brown, Training Lieutenant Kamron Barnaby, EMS Lieutenant Travis Sugg, Radio/Pager/Water Rescue Lieutenant Ben Tolman, Physician Advisor Andrew Housholder, E/A to the Board Jennifer Cook

Meeting Attendees: Firefighter Hyde, Apple, Caballero, and Nabarrete.

- I. PENSION BOARD AS NEEDED – Called to order at 7:05 PM.
 - a. Volunteer Pension Members Eligible – According to the FPPA, A department may elect to provide a vested retirement benefit for any member who terminates service with 10 or more years. A volunteer firefighter may earn 20 years of active service by working for more than one department. The minimum time that must be worked for each department is 5 years in order to accrue a “vested” retirement benefit. Members who leave a department after 5 years of active service are considered to be “terminated vested members.”
 - b. Benefit Increase – The number of retired volunteers receiving monthly benefits is steady but the number of current Department volunteers is declining so there was concern whether the state would continue to match funds at the same rate. Pension Board Chair Bashor checked with the FPPA; they didn’t see any reason that the state wouldn’t continue matching at the same level but we need to get confirmation from the CO Department of Local Affairs. The actuarial study in January will determine whether we can increase the level of benefits paid out relative to the number of retirees, current volunteers and state matching. We need to understand the ramifications of distributing more than \$300/month.
- II. CALL REGULAR MEETING TO ORDER – Regular meeting called to order at 7:16 PM
- III. AUDIENCE COMMENTS – EMS Director Brown introduced the new Physician Advisor Andrew Housholder, who gave a brief summary of his background. He is interested in being involved with EMS instruction and working with the new training module that EMS Director Brown and EMS Lieutenant Travis Sugg have been formulating.
- IV. APPROVE MINUTES
 - a. Regular Meeting August 8th – A MOTION to accept the minutes from the August Board meeting was made by Director Baldrige. Director Koslov seconded and the motion was approved by unanimous vote
- V. REPORTS
 - a. Treasurer’s report

- i. August Financials – Review and discussion of the documents provided by Director Baldrige ahead of time. There is nothing unusual or of concern. We are in a very good financial position for the year; we are over 100% of projected income and two Department members are also working on applying for grants. Additionally, we are far below the amount budgeted for expenses. The largest remaining expense is the annual lease payment for the brush truck.
 1. Chief Trevithick and Director Baldrige will make an initial presentation of the 2019 budget at the October meeting and submit the revised version at the public budget meeting in November.
- b. Secretary's report
 - i. Upcoming deadlines – October 15th is the deadline for the Treasurer to present the 2019 budget to the Board.
 1. At the August meeting the Board decided to hold regular monthly study sessions on the first Saturday of each month. The Secretary is required to post notices of all Board gatherings, including study sessions, listing their dates, times and locations. Director Koslov brought copies of the notices that she planned to file with the state. The Board agreed that most of the ongoing issues had been resolved and that committing to ongoing monthly study session was no longer necessary. The Board will continue with regular Board meetings and schedule study sessions only as needed. Chief Trevithick will take down the list of meetings that include Saturday study sessions and replace them with the list of regular Wednesday Board meetings. Director Koslov will provide him with additional laminated copies.
 - ii. Archive & Retention Project – Temporarily put on hold due to medical issues.
- c. Chief's Report
 - i. Monthly Statistics
 1. There were 16 calls in August, 13 for medical services and 3 for fire.
 2. YTD there have been 173 calls, including 129 EMS calls. Approximately 75% of all calls are for medical services.
 3. Majority of response times for the Department are under 10 minutes. AMR response times average around 20 minutes.
 4. The average number of responders on a call is 6-8.
 5. Director Baldrige requested that Lieutenant Tolman add a slide showing the location of the incidents by zone in order to evaluate response times within a geographical context.
 - Director Baldrige also requested that the performance report include map of the District marked with the location of each incident. Over time, we will be able to get a visual sense of what areas of the District are more “high risk.”
 - ii. Wildland Deployment Policy – Chief Trevithick typed and distributed it to a few people within the Department for review. He will incorporate any suggestions or corrections and forward the updated version to the Board members by Friday, September 14th.

- iii. 2831 Vehicle Title – The title has been secured and Chief Trevithick will pick it up
- iv. IT Program – Chief Trevithick met with Auxiliary Volunteer Bob Barnaby and they are working on merging systems between the bunkhouse and the station in order to minimize costs and streamline efficiencies.
 1. Chief Trevithick is also trying to coordinate a time to meet with Brian Sanders, a District resident who is going to help set up the new website. In the meantime, Brian is going to evaluate the current website and prepare some ideas for how it could be re-designed.
- v. Job Descriptions: Volunteer Chief, Part-time Paid Administrator – Chief Trevithick re-sent both job descriptions that he wrote to the Board. The Board will review the descriptions at the next study session on October 6th and come to the October Board meeting with comments and corrections.
- vi. New Position: Training Administrator – Chief Trevithick sent a description to all Board members. The Board will review the description at the next study session on October 6th and come to the October Board meeting with comments and corrections. They will also discuss how the new administrative positions might affect the budget.
- vii. Other Issues & Opportunities
 1. A couple has a property that is located ½ in the Hygiene Fire Protection District and ½ in the Mountain View Fire Protection District. They are requesting that Hygiene exclude their property so that they can fully join Mountain View. Because HFPD receives tax income from all properties that are served by the Fire Protection District, Hygiene must legally renounce responsibility for protecting that portion of their property and relinquish claim to those property taxes.
 - The Board agreed to allow the couple to withdraw their portion of property from the HFPD under the condition that the couple pays all administrative and/or legal costs. Chief Trevithick will contact the couple and let them know the Board's decision and make it clear that the HFPD will not be responsible for *any* expenses as a result of their withdrawal from our District.
 2. Chief Trevithick passed around thank you cards that were recently sent to the Department in appreciation of their excellent work.
 3. Two members were deployed on wildland fires and Chief Trevithick would like the Department to front deployment pay until the federal government issues payment. The Board will review the wildland deployment policy and make a decision on offering interim compensation at the study session on October 6th.
- viii. Operations Assessment: Emergency Medical Response – Four people took and passed the recent EMR class. Everyone is now certified, except two people who are currently going through training. We are holding proctored National Registry tests later this month and those who pass will be included in the national register. EMS Director Brown and EMS Lieutenant Sugg met with the new Physician Advisor, Andrew Housholder, to discuss the direction of the Department and develop an agenda to meet training-based goals. Because the call volume at the Department is

low compared to a full time position, EMS Lieutenant Sugg is going to change the program to maintain hands-on familiarity with a wider variety of skills and get additional certifications. They will do quarterly assessments to determine program weaknesses and see where training needs to be improved or emphasized.

- ix. Operations Assessment: Rescue Response – Training Lieutenant Barnaby presented a slideshow of the operational structure of the Department. He emphasized that the strength and weaknesses of the various operational components are dictated by: Funds, Timing, Priority, and Standards.
 1. HFPD does not offer all services because funding restricts offerings to those that occur with reasonable frequency. There is no justification to invest in training and equipment for rarely needed services, particularly when mutual aid agreements fill the holes.
 2. The managers of each area within the Department are conscious of deficiencies within their respective areas and they submit budget requests with the goal of addressing these issues.
 3. The Board is looking for a “State of the Department” to better understand the Department’s strengths and challenges in order to build improvements into the budget for both the near and long term.
 - At the October 6th study session, Chief Trevithick will walk Board members through each service the Department could conceivable need to provide and let the members know which ones are covered, which ones rely on mutual aid, and how frequently each of them occur, in order to help the Board plan long term budgeting goals.

VI. OLD BUSINESS

- a. 501(c)(3) (Molly/Steve) – The lawyers sent Director Baldrige templates for the Bylaws and Articles of Incorporation for the 501(c)(3) to set up the entity that will apply for nonprofit status. Our attorney will operate as the registered agent for the new organization. The nonprofit Board will consist of 2 regular Board members (Steve Brinkman and Molly Baldrige), 2 members of the Association (Kamron Barnaby and Ben Tolman), and one community member (TBD). Director Koslov suggested that the community member come from one of the local businesses that have a history of supporting the HFPD by donating funds, goods or services. It should also be someone who is very involved in the community and is on good terms with the residents. Some names were proposed but no decision was made.
 - i. Director Baldrige will send the Bylaws and Articles of Incorporation to the members of the nonprofit Board for review and amendment as needed. Steve Brinkman will review them for the Board and FF Barnaby or Tolman will review the docs for the Department. When the documents are finalized, Director Baldrige will send them to the attorney to file with the state for 501(c)(3) status.
 - ii. Director Snyder requested the Director Baldrige get clarity from the attorney on the expected cost for him to serve as the registered agent and find out what legal requirements or filings come with maintaining a 501(c)(3).
 1. Director Baldrige will give a progress report at the October Board meeting.

- b. Alcohol & Drug Policy (Steve) – Chief Trevithick sent the Association policy on Alcohol and Drugs to the Board. Once the Board has reviewed and approved it, the policy will apply to all members and associates of the Department.
- c. Weapons Policy: Paul Bashor will research with insurance
 - i. Pension Board Chair Bashor called the insurance company to get more information on weapons and events. He used the rifle that was auctioned off at the pancake supper as a reference. We currently have a basic liability policy that applies to first responders but doesn't cover these types of events. We could purchase 1-day event coverage and the agent will look into costs and send some quotes.
 - ii. Under our insurance, the only person authorized to carry a weapon is the Fire Marshal.
 - iii. The Department needs to be careful when drafting a weapons policy to ensure that it written in a way that it does not conflict with constitutional rights. Pension Board Chair Bashor recommended that the Board consult our attorney before implementing a weapons policy.
- d. Gallagher (Scott) – Director Snyder emailed Director Koslov's contact at Boulder County but he has not received a response. The Board would like to better understand the impact of the Gallagher amendment before considering action to try and override it. Director Koslov will get someone from the county to come talk to the Board, either at a regular meeting or a study session.
- e. County Ambulance Contract (Scott) – AMR won the contract and will be partially subsidized by the County. Neither Chief Trevithick nor Director Snyder could confirm whether AMR had actually signed their contract but all signs indicate that they will.
- f. BOD Bylaws (Molly) – A MOTION to approve the bylaws as currently written was made by Director Koslov and seconded by Director Cole. Approved by unanimous vote.
- g. Roof (Adam) – The contracts were signed and the work has been completed. FF Turner is working with the installer and the company that provided the materials to get warranties in place.
- h. Steak Dinner on September 22nd – Invitations will go to all current and retired District Firefighters and each can bring one guest. A sign-up sheet is posted. The dinner will be held at the bunkhouse.
- i. Christmas Party, December 7th – No discussion

VII. NEW BUSINESS

- a. Assistant Chief Status (Don) – Director Cole asked Chief Trevithick if he is planning to appoint an Assistant Chief. Chief Trevithick reported that he would fill the role tomorrow if the right person presents him/herself but he doesn't want to fill the role just for the sake of filling the role. The Assistant Chief needs to have the right certifications and qualifications and must be available to be at the Department when CT is not. However, if there are duties or responsibilities that the Board feels are not being addressed, Chief Trevithick will make hiring an Assistant a priority.

- b. Study Session Agenda, October 6th
 - i. Job Descriptions
 - ii. Assessments
 - iii. Wildland policy
 - iv. Gallagher Amendment if Director Koslov can get someone from the Assessor's Office to come to the meeting
 - v. 2019 budget
 - c. Kawasaki offers Fire Departments the opportunity to "test drive" some of their apparatus at no cost for up to a year. The Department is responsible for maintenance and repairs but is not required to make any payments to Kawasaki before, during or after. Once the year is up, the apparatus reverts back to Kawasaki and they sell it at a discount. Training Lieutenant Barnaby was able to secure a Kawasaki Side x Side for the Department for one year. Chief Trevithick will send the Board a copy of the contract with Kawasaki.
- VIII. ADJOURNMENT – A MOTION to adjourn the meeting was made by Director Cole at 9:30 PM. Director Koslov seconded and the motion was approved by unanimous vote.

Motion/Resolution Summary:

- MOTION to accept the minutes from the August Board meeting
- MOTION to approve the bylaws as currently written
- MOTION to adjourn the meeting

ACTION ITEMS:

Chief Trevithick

- Take down the list of meetings that include Saturday study sessions and replace them with the list of regular Wednesday Board meetings
- Send the updated version of the Wildland Deployment Policy to all Board members by Friday, September 14th
- Pick up the title for 2831
- Contact the couple whose property is ½ in the HFPD and let them know the Board's decision. Make it clear that the HFPD will not be responsible for *any* expenses as a result of their withdrawal from our District.
- At the study session on October 6th, walk the Board through each service that Department could conceivably be called up on to provide and let them know which ones are covered, which ones rely on mutual aid, and how frequently each of them occur in order to help the Board plan long term budgeting goals.
- Send the Board a copy of the contract with Kawasaki

Lieutenant Tolman

- Add a slide to the Performance Report showing the location of the incidents by zone in order to evaluate response times within a geographical context
- Include map of the District in the Performance Report marking the location of each incident.

All Board Members

- Review the two Chief job descriptions at the next study session on October 6th and come to the October Board meeting with comments and corrections
- Review the Training Administrator job descriptions at the next study session on October 6th and come to the October Board meeting with comments and corrections.
- Review the wildland deployment policy at the study session on October 6th and make a decision on offering interim compensation
- Review the policy on Alcohol and Drugs that Chief Trevithick sent

Director Snyder - NONE

Director Baldrige

- Make an initial presentation of the 2019 budget at the October meeting
- Send the Bylaws and Articles of Incorporation to the members of the nonprofit Board for review and amendment as needed. When the documents are finalized, send them to the attorney to file with the state for 501(c)(3) status
- Get clarity from the attorney on the expected cost for him to serve as the registered agent and find out what legal requirements or filings come with maintaining a 501(c)(3)
- Give a progress report on the status of the 501(c)(3) at the October Board meeting

Director Koslov

- Provide Chief Trevithick with additional laminated copies of the public notice listing the regular Wednesday Board meetings
- Continue to try to get someone from the county to come talk to the Board, either at a regular meeting or a study session

Director Brinkman

- Review the Articles of Incorporation and Bylaws for the 501(c)3

Director Cole - NONE

Executive Assistant to the Board

- Send the August minutes sent to Chief Trevithick to post on the Hygiene FD website