

Hygiene Fire Protection District
P.O. Box 83, Hygiene, CO 80533

BOARD OF DIRECTORS REGULAR MEETING
Fire Station, 7523 Hygiene Road
Wednesday, September 8, 2021
7:00 p.m.

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

Directors Not in Attendance: Steve Brinkman

Department Personnel: Chief Cody Trevithick, Assistant Chief Russ Benzel, and E/A to the Board Jennifer Cook

Meeting Attendees: Firefighter Caviness

- I. FRIENDS OF HYGIENE MEETING AS NEEDED – There is a meeting scheduled for next week and someone made a \$1,000 donation.
- II. PENSION BOARD AS NEEDED – Director Sanders is working on getting the pension payment process paperwork together and would like to get it submitted by October 1st.
- III. CALL REGULAR MEETING TO ORDER – Regular meeting called to order at 7:09PM
- IV. AUDIENCE COMMENTS FOR ITEMS NOT ON THE AGENDA - NONE
- V. APPROVE MINUTES
 - a. Regular Meeting, August 11, 2021 – A MOTION to approve the regular meeting minutes was made by Director Sanders. Director Martin seconded and the motion was approved by unanimous vote.
- VI. REPORTS
 - a. Treasurer’s Report
 - i. The budget-to-actual report was reviewed. We’ve received slightly over 100% of total income that was anticipated in the budget. The IT

& Communications (Software) account is already ~17% over the amount budgeted for the year due to high phone bills; Director Sanders will work with Chief Trevithick to confirm if this is accurate. Fire & Rescue Training is slightly high. We are 67% of the way through the year, but overall expenses are only 53%, so we are underbudget for this point in the year.

1. All cab and chassis expenses have been submitted and paid, and it ended up being only 82% of the total amount budgeted.
 2. We've issued approximately \$30k in reimbursable expenses, and so far the federal government has reimbursed ~\$15k back to the HFPD.
- ii. In December, Director Sanders like to plan how deployment income earned in the current year will be spent in the following year.
 - iii. Director Sanders is trying to get pension contributions tied up by October 1st.
 - iv. There were no additional questions from the CPA on the latest review of the 2020 financials, so we are now waiting on the first draft of the 2020 audit.

b. Secretary's report

i. Dates and Deadlines

1. Our annual contribution to the FF pension fund is due by September 30th.
2. Chief Trevithick has ordered the steaks for the Steak Dinner and he will pick them up. Attendees need to bring their own plates, silverware/steak knives, and seasonings. Chief Trevithick posted a signup sheet for people to put their names down for side dishes. Each attendee is allowed to bring one guest.

3. We need to start planning the Christmas Party on December 3rd. As usual, the event is scheduled for the first Friday in December.

c. Election Official

- i. We've met all the Boulder County election deadlines so far. The TABOR statement is the next filing to be submitting, and is due ~September 20th. Director Butley handed out a rough draft of the statement that he put together, and reviewed some of the numbers and sources that he used. Director Butley observed that there were some discrepancies between the projections from Brothers' Consultants, and those from Director Sanders' but, overall, they are fairly close. Since the projections were independently developed, getting similar results reinforces the foundational accuracy to make our mill levy request.
 1. The verbiage in the draft TABOR statement was discussed and the attendees made suggestions and observations. Director Butley will send his draft out as a Word Document, so that edits can be made and returned. Director Sanders will make it a Google Doc and Director Butley will aggregate the responses and repeat the process with the updated version.
 - Director Snyder suggested presenting the ISO ratings of neighboring Districts, along with their respective mill levies.
 2. Director Snyder suggested adding the four bulleted TABOR items to the elections page on the website. Director Sanders will do so and also send a link to the website verbiage so that the format and wording can be reviewed and modified as needed.
- ii. Director Sanders put together three different webpages of election information and created QR codes for each one. He is also planning on adding a dedicated segment and link on the homepage of the website about the newsletter and the mill levy increase. We want to get the survey and newsletter election info out to as many District residents as possible.

1. There is still a webpage with 2020 election info that can be modified to show current detail and resources. Director Sanders would like the Board to make suggestion on the verbiage. Director Snyder noted that we have to be careful to present information neutrally and factually, and avoid incorporating opinions that may be seen as influencing the way that people vote. If the flyer that Director Martin created is neutral enough, it could be used to build the verbiage on the updated election page.

- iii. Tasks to be completed, as listed on the Income Planning spreadsheet
 1. Get TABOR language approved by lawyers
 2. Approve Resolution by the Board in favor of the mill levy
 3. Update election website information
 4. Post Mill Levy flier
 5. Develop Open House financial short sheet

- iv. The Board is concerned with making people aware of the issue, beyond just those who may look at our social media pages or website. Some of the suggestions included phone calls, signage, mailers, handouts, door-to-door visits, QR codes, and so on. The limitations of what the Board Members are legally allowed to do to promote/advertise the issue was also discussed.

d. Chief's Report

i. Run Data

1. August 2021: there were 21 calls, including 1 for Fire, 12 EMS, 3 motor vehicle accidents (MVA), and 2 Rescues. The average Dispatch-to-en-route times were ~2:13-minutes for HFPD, and ~2:04-minutes for AMR. Over 21 calls, the average en-route-to-arrival time for HFPD was ~4:48 -minutes. Over 13 calls, the average en-route-to-arrival times for AMR was ~19:19.

2. Activity in the same month a year ago: there were 30 calls in August 2020, with a greater number fire calls (14), the same number of MVA calls (3), and fewer EMS (10) and Rescue calls (1) in August last year. Hygiene's average dispatch-to-en-route times in August 2020 were longer (~3:38) than this August, as

was the en-route-to-arrival time (~6:30). AMR's average dispatch-to-en-route time in August 2020 was longer (~4:12) than this August, but their average en-route-to-arrival time was much shorter (~9:07).

3. Out of 13 calls in August, 6 were BLS and 7 ALS.
4. The average number of responders per call type in August 2021(Cancelled En-route, False Alarm, No Incident Found, and "Other" included in total, but not listed below):
 - Fire calls – 2
 - EMS calls – 5
 - MVA calls – 10
 - Rescue calls – 4
 - Total calls - 5
5. Year-to-Date: there have been 214 total calls, including 34 for Fire, 106 EMS, 31 Motor Vehicle Accidents, 10 Rescue, and 8 "Other." (Remaining calls were false alarm, cancelled en-route, etc.) For the year, the average number of responders on fire calls was 6. The average number of responders on EMS calls was 6. The average number of responders on MVA calls was 15. The average number of responders on Rescue calls was 6. The average number of responders on all calls was 7.
6. Major Incidents:
 - Motor Vehicle Accident (MVA) on 75th and Ute
 - i. A car attempted to turn in front of a semi but didn't make it. The passenger was pinned in the car and needed to be cut out. The driver of the semi was uninjured. The truck was on fire but it was quickly put out. Longmont and Lyons assisted.
 1. Assistant Chief Benzel is looking into why Longmont responded, since they should not have been automatically toned. They may have self-dispatched and sent a major accident response. It was good to have the help, but the impetus of their

response needs explanation. It resulted in two people from different Departments taking command, which caused a lot of confusion and overlap in directions and apparatus.

ii. Water Rescue on McIntosh Lake

1. 9 minutes from phone pick up at dispatch to Jet ski in the water heading to victims
2. Slow dispatch-to-en-route time (4:04-minutes) due to hooking up jet ski to UTV.
3. No victims were in water at time of contact with RP
4. Overall, very quick response with only two people on shift
5. HFPD, BES, Emergency Service, and AMR responded.

ii. Shift Coverage – Assistant Chief Benzel presented shift coverage numbers for August. Good coverage overall last month, with zero missed shifts. There was an average of 3 people on every shift, with a minimum of one person and maximum of four. There were 25 shifts (16 day shifts and 9 night shifts) that did not have the requisite two *paid* members – in addition to Shift Lieutenant – on shift; however, volunteers were often on shift along with the paid members. There were six shifts without a Shift Lieutenant (3 day shifts and 3 night shifts).

iii. Deployments

1. There have been seven deployments so far this year. Out of the seven, only one apparatus (2840) has gone out. The rest were single-resource deployments. Chief Trevithick has billed \$60k for the tender, and then between \$10k and \$20k for the others. We don't make much money for single resource deployments, but it's good money for the Firefighters, they get a lot of good experience, and it helps to get the Hygiene name out there. Chief Trevithick still has two deployments that he needs to bill for. Once done, he will update the deployment tracker.

other. The new agreements have been signed by the respective Department Chiefs, and void any previous agreements.

- This benefits the citizens of each District, and gives the Firefighters more experience because they will have enhanced opportunities to respond to calls outside of their own Districts.
- Other, neighboring Fire Districts have expressed interest in setting up similar agreements. If more Departments can align their processes, training, and equipment, it will streamline response when coordinating with other Districts, and overall operations will be more efficient.

2. Assistant Chief Benzel offered thank to Director Butley for hosting the get-together last month. He also expressed appreciation to the Board Members who attended the event.

VII. OLD BUSINESS

- a. Hygiene/Lyons Report, September 16, 7:30PM, Lyons Station 1 – This is an official meeting and public notices have been posted. My Brothers Consultants will present the financial analysis that they put together, comparing the two Departments' differences, similarities, and long-term viability. Chief Trevithick is working and will not be able to come but most of the Board Members will attend. Director Snyder will contact Director Brinkman to see if he can participate.
- b. Steak Dinner Friday, September 17th – Discussed in Secretary's Report (VI, b, i, 2)
- c. Open House at the Fire Station in October

VIII. NEW BUSINESS

- a. CDOT is shutting down Highway 7, between Lyons and Highway 72, for flood repair, starting September 20th, 2021. It will not reopen until sometime in the Fall of 2022. Traffic will only be allowed through for a couple of hours, twice per day. Jen lives in Allenspark and would need to detour around the closure for each monthly Board Meeting. To avoid extending an already lengthy commute, she asked if there was some way to continue doing the meeting minutes, without attending the meeting, until the Highway 7 repairs are complete. The Board approved finding an alternative way for Jen to “attend” the meeting and a few suggestions were proposed. Director Sanders suggested that he and Jen coordinate to figure out the best solution, prior to the October meeting.

- b. Director Sanders reported that the Boulder County Commissioner is hosting a virtual town hall at 5:30PM tomorrow night, to discuss American Rescue Plan Act (ARPA) State and Local relief funds. He wondered if there was an opportunity to get the HFPD’s priorities heard at that meeting; are there ways that we’re missing out on getting our needs recognized by Boulder County because we’re a small District? According to a newspaper article, Boulder County is looking to use this meeting to get needs prioritized.
 - i. Director Martin volunteered to attend virtually on behalf of the Board. Director Sanders will send the link to all Board Members in case anyone else wants to attend.

IX. AGENDA NEXT MONTH

- a. Work Session – NONE

- b. Regular Meeting – Before the next meeting, Board Members will:
 - i. Put together a resolution supporting the referendum
 - ii. Look at the new green house lease
 - iii. Refine TABOR language by the end of the week
 - iv. Start developing the Elections webpage

X. ADJOURNMENT – A MOTION to adjourn the meeting was made by Director Sanders. Director Martin seconded and the meeting was adjourned at 9:41 PM.

Motion/Resolution Summary:

- MOTION to approve the regular meeting minutes with all Board-approved corrections
- MOTION to adjourn the meeting

ACTION ITEMS:

Chief Trevithick

- Follow up with David to make sure that all the Departments participating in the grant get the spreadsheet to input their needs

Assistant Chief Benzel – NONE

Pension Board Chair Bashor – NONE

Department Officers – NONE

All Board AND Department Members – Continue “selling” the idea of a mill levy increase to the public

All Board Members

- Put together a resolution supporting the referendum
- Look at the new green house lease
- Refine TABOR language by the end of the week
- Start developing the Elections webpage

Director Snyder

- Contact Director Brinkman to see if he can participate in the Lyons/Hygiene meeting on September 16th

Director Brinkman – NONE

Director Martin – NONE

Director Sanders

- Add the four bulleted TABOR items to the elections page on the website and send a link to the website verbiage so that the format and wording can be reviewed and modified as needed
- Coordinate with Jen to figure out the best solution so she can continue to do the meeting minutes, without physically attending the meeting
- Send Board Members the link to the Boulder County Commissioner’s virtual town hall

Director Butley

- Send TABOR draft out as a Word Document to Board Members for review. Aggregate the responses and send the updated results

Executive Assistant to the Board

- Send the approved August minutes to Chief Trevithick and Brian Sanders to post on the Hygiene FD website
- Coordinate with Director Sanders to figure out the best solution for continuing to do the meeting minutes, without physically attending the meeting