

Hygiene Fire Protection District
P.O. Box 83, Hygiene, CO 80533
Board of Directors Regular Meeting
Wednesday, August 12, 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.

Directors in Attendance: Scott Snyder, Brian Sanders, Steve Brinkman, 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 Martin, P., Caviness, and Novickis

- I. PENSION BOARD AS NEEDED – Called to order at 7:01 PM.
 - a. Pension Board Chair Bashor will leave a New Contact Authorization form in his box for Chief Trevithick and Directors Snyder and Sanders to sign. Once submitted Director Sanders will be authorized to access the pension account online.

- II. CALL REGULAR MEETING TO ORDER – Regular meeting called to order at 7:02 PM

- III. AUDIENCE COMMENTS FOR ITEMS NOT ON THE AGENDA - NONE
Questions/comments solicited via the Zoom teleconferencing tool.

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

- V. REPORTS
 - a. Treasurer’s Report
 - i. Treasure Transfer Status – Still ongoing but the bulk of the transition has been completed.

- ii. July Financials – Director Sanders sent complete financials to the Board prior to the meeting. The budget-to-actual report was reviewed and Director Sanders noted some of the accounts that are proportionally high for this point in the year. Professional fees are slightly high, but it is not unexpected due to additional legal fees.
 - 1. We expect to take ownership of the new truck next week but the final payment isn't due until we officially "accept" it, pending in-house testing of functionality and completeness.
 - 2. Most of the property tax revenue payments have been received. We may need to prepare for a drop in tax revenue in 2021 due to the financial impact of COVID-19 on District residents, but we will get a revenue estimate in August or September before we have to do the 2021 budget.
 - 3. A MOTION to approve the June financials was made by Director Brinkman. Director Snyder seconded and the motion was approved by unanimous vote.
 - 4. There was a question about donations through the nonprofit. Donations made to the 501(c)3, "Friends of Hygiene Fire," are included in the nonprofit accounts, and therefore do not appear on the District/Operating financials.
 - 5. Area developers pay a pre-set fee to cover expenses related to property tax exclusions from the HFPD. We are already close to exceeding that amount so we may want to consider increasing the property tax exclusion fee next year.
 - 6. Chief Trevithick has the paperwork prepared to send to the federal government for wildland payroll reimbursements. Until we receive that funding, the HFPD fronts compensation to those who have deployed. Director Sanders will check with former Director Molly Baldrige to find out about the payment process for deployment pay/payroll taxes to volunteers.
 - 7. Director Sanders reported that former Director Molly Baldrige uploaded a lot of HFPD documents to Google Docs, including a number relating to the Turner Lease.

8. The CSAFE investment is earning decent interest but has declined slightly with the drop in APR. Director Sanders would like to put another \$200k into the account to earn more on non-immediate funds. Director Brinkman proposed that we keep 25% of annual funding available and invest the rest into the CSAFE, withdrawing the next three month's funds on a quarterly basis thereafter.
- iii. Audit Status – The audit is complete and has been signed by both Director Snyder and Director Sanders. Will be submitted before the September deadline.
 - iv. CPA Search – Ongoing. Director Sanders spoke with two different firms and reported having a good experience with both of them. Both are expensive, charging between \$140-\$350/hour. The CPA estimated ~1/2 hour per month, and suggested that we might reduce the cost by limiting it to a quarterly review. Director Sanders will look at the budget to see how the additional cost will fit in.
- b. Secretary's report
- i. Upcoming deadlines
 1. Audit due to state auditor within 30 days after receipt.
 2. Need to start actively planning for the 2021 budget. The first draft must be presented to the Board at the October meeting.
- c. Chief's Report
- i. Run Data – We are still figuring out who will take on this task. Chief Trevithick reported that there were 35 calls in July, including a particularly difficult and traumatic head-on collision which resulted in the death of a local young man.
 - ii. Fuel Tanks – The fuel tanks have been moved and are in the process of being hardwired. They should be ready for use by the end of the week. The fueling system is wired to a timer, so fuel is only available for a pre-set period and can only be accessed by authorized users. Security cameras have been installed to monitor the tanks 24/7.

- iii. Copy Machine – Chief Trevithick is leaning towards leasing vs buying a new printer/copier. The concern is that it will get used a lot in some month but very little in others, but we will have to pay the monthly fee regardless of use. Most Board Members agree that leasing is the better way to go. The cost will need to be entered as part of the 2021 budget. Chief Trevithick will reach out to Director Snyder’s contact in Longmont and get the process started.

- iv. Type 3 Status – The new engine is coming in the next week and Chief Trevithick will notify the members and Board when it arrives. Once it arrives, it will be parked in the bays to be equipped for fighting wildland and structure fires, as well as medical calls. This truck also has a different pump setup so Chief Trevithick will make sure that all the members are trained on its operation. We are still waiting on delivery of some of the equipment, so it will take at least two weeks, and possibly up to two months, from the time of receipt until complete. Once the engine is fully prepped, finalized and approved, it will officially go into service.
 - 1. Director Brinkman suggested holding an open house to present the new engine to the District members. The community could see the new addition to the fleet and get a “tour” of its capability and advantages. Once we have a known date that the truck is ready to be put in service, we can promote the event on social media and the website. COVID-19 safety measures will be enforced.

- v. Shift Coverage – Assistant Chief Benzel presented shift coverage numbers for July. We had 100% coverage for the entire month, and there were between four and six workers on every shift.

- vi. EMS Management – In process. EMS Director Cindy Brown wants to step down but has agreed to stay on through the COVID-19 crisis. It is particularly difficult to find someone to fill this position when medical personnel are in unusually high demand. Chief Trevithick has full confidence in the abilities of the EMTs but we need to get a plan in place to manage ongoing training and certifications. It will be easier when the COVID threat and restrictions have lifted and we can get back on track for in-house trainings. Chief Trevithick and Assistant Chief Benzel will consider the options and continue working towards finding a solution.

- vii. Other Issues & Opportunities
 - 1. Four of the HFPD members were recently picked up by other departments. They will go through academy in their respective

Districts and be able to bring their education back to Hygiene. Having members that belong to multiple Departments facilitates improved training and promotes good working relationships with other Districts. The Board suggested that this might be something that should be promoted on the website.

2. The older brush truck (2831), along with three Department members, have been on three deployments. First was in Wheatland, then to Casper, and finally Cody, WY. The truck came back from Cody with some mechanical problems, but was able to be fixed in a relatively short period of time. We put it back on the available list and it is now deployed to the Pine Gulch Fire in Grand Junction, along with two Department members.
 - Deployments are beneficial to the Hygiene Fire Protection District in multiple ways: deployed members gain significant experience fighting fires and are therefore better prepared to fight fires in Hygiene, the HPFD's commitment to helping other communities generates goodwill and reciprocity in the unfortunate event that our District is affected by local wildfires and need the assistance of national resources to get them under control; and the District earns money for each apparatus sent out, so the Department accrues additional funds without having to increase taxes on the District members.
 - Some of the Board Members asked that we promote the deployment on the website as a way of engendering additional pride in the Hygiene firefighters. District members should be aware of how deployments benefit them, as well as reassure the community that they do not compromise service locally. Promoting deployments could also serve as a recruiting incentive for new volunteers.
3. EMS is planning a snake bite training on August 22nd at Rabbit Mountain. It will involve a low-angle rescue to get the victim out and Medevac will respond for training in patient evacuation via helicopter.
4. The fee schedule for fire prevention service and inspections has not been updated since 2014, before the new codes were adopted. Nearly every other District has doubled their fees over that time period. We need a resolution to update the fee schedule, and the changes must be listed on the website. Fire Marshal Homyak will

write up a resolution with the new fee schedule for the Board to approve.

- viii. Terrorism Coverage? – We received communication offering terrorism coverage as an addition to our current insurance policy. It isn't likely to come up but it's inexpensive so the Board approved adding it to our annual policy.

VI. OLD BUSINESS

- a. Temporary Training Ground Lease – Roberta Sadar is comfortable with and ready to sign the lease that we've drawn up to use some of her property for temporary training grounds. We can get the Conexes transported and set up as soon as both parties sign the lease.
 - i. The goal is still to secure permanent training grounds and Training Captain Barnaby put in a lot of work trying to get Cemex to donate or sell some of their land to the HFPD. He was recently picked up by Mountain View and has taken a leave of absence to go through academy. Chief Trevithick is planning to pick up where he left off before we get too far down the road of setting up training equipment on the Sadar property. Director Martin volunteered to help keep the conversation moving forward with Cemex, at the highest executive level possible.
- b. Board Vacancy – Director Snyder contacted two District residents who had previously expressed interest in serving, but had to withdraw for personal reasons. One is still not in a position to serve, but the other is willing and interested. FF Martin has also expressed interested but is not looking to force the issue. He acknowledges that it is a conflict of interest since he would simultaneously be serving as a firefighter for the District but is willing to fill the seat if an alternative cannot be found. Pension Board Chair Bashor spoke to a few people who may also be interested. The Board decided to invite anyone who is interested joining the Board to attend the September meeting. The Board can find out why each in interested in serving and the attendees can ask questions about the role.

VII. EXECUTIVE SESSION – A MOTION to go into executive session was made by Director Brinkman at 8:25 PM. Director Snyder seconded and the motion was approved by unanimous vote.

- a. Post Office Lease

- i. Institutional Memory
- ii. Documents provided by Arnold Turner

VIII. NEW BUSINESS - NONE

IX. AGENDA NEXT MONTH

- a. Work Session? - No discussion
- b. Regular Meeting – No discussion

X. ADJOURNMENT – A MOTION was made to adjourn the meeting after exiting the executive session.

Motion/Resolution Summary:

- MOTION to approve the regular meeting minutes
- MOTION to approve the June financials
- MOTION to go into Executive Session
- MOTION to adjourn the meeting

ACTION ITEMS:

Chief Trevithick

- Sign the New Contact Authorization form for Director Sanders to access the pension accounts
- Reach out to Director Snyder's contact in Longmont and get the process started to lease a printer/copier/scanner
- Notify the members and Board when the new engine arrives

Assistant Chief Benzel – NONE

Fire Marshal Homyak

- Write up a resolution with the new fee schedule for the Board to approve

Pension Board Chair Bashor

- leave a New Contact Authorization form in his box for Chief Trevithick and Directors Snyder and Sanders to sign

All Board (and Department) Members

- Invite anyone who is interested joining the Board to attend the September meeting

Director Snyder

- Sign the New Contact Authorization form for Director Sanders to access the pension accounts

Director Brinkman - NONE**Director Martin**

- keep the conversation with Cemex about donating/selling permanent training grounds moving forward, at the highest executive level possible

Director Sanders

- Sign the New Contact Authorization form for Director Sanders to access the pension accounts
- Check with former Director Molly Baldrige to find out about the payment process for deployment pay/payroll taxes to volunteers
- Look at the budget to see how the additional CPA cost will fit in

Executive Assistant to the Board

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