

Hygiene Fire Protection District
PO Box 83, Hygiene, CO 80533
Board of Directors Regular Meeting Agenda
Wednesday, February 10, 2016
7:00 pm

Board Members in Attendance: Director Scott Snyder, Director Molly Baldrige, Director Judy Koslov, Director Dave Beeman

Department Personnel: Chief Chad Bollacker, Maggie Personeus

Meeting Attendees: Keith Parrinello

- I. PENSION BOARD – None
- II. CALL MEETING TO ORDER - Meeting called to order at 7:05pm
- III. APPROVE THE REGULAR MEETING MINUTES - Director Koslov moved to approve the January minutes, Director Baldrige seconded, and it passed unanimously at 7:06pm.
- IV. OFFICER’S REPORT
 - a. Treasurer’s report
 - i. New CPA, John Cutler – based out of Denver.
 - ii. Approve Dec. 31, 2015 financial statements – Director Beeman moved to approve 2015 financial statements, Director Koslov seconded, and it passed unanimously at 7:16pm.
 - iii. Review 2015 budget to actual – Director Koslov asked about the building R&M spending from 2015 because it was under budget. Since the building needs some maintenance, she asked if this spending will be more aggressive in 2016. Director Koslov also asked if we have budgeted for community outreach for 2016. Our 2016 budget has \$2,000 for this purpose.
 - iv. Discussion on January financials, if any – Director Baldrige found a discrepancy and will review and bring them back to the March meeting.
 - v. Chief Bollacker will be reviewed again in April. Payroll for January is higher than budgeted because Chief Bollacker received payment for part of December 2015 in January.
 - vi. Review the General Fund Budget discrepancy. The Contract Services income (\$1,800) wasn’t included in Total Income. Director Baldrige made some internal adjustments instead of formally amending the budget, since it was a minor amount resulting in a more conservative budget.
 - b. Secretary’s report
 - i. Board Election & Advertising – Director Koslov received information regarding request of the voter’s list from our attorney’s office. She forwarded this information to Maggie.
 - ii. Budget to DOLA – was submitted. SDA membership fee is up to date.
 - iii. Ballot draft – final version before going to lawyer – what’s next? Must be certified by March 4th. The Association would like to take

part in a committee of 8-10 people to help spread education efforts on the need for the mill levy increase and the upcoming election. Director Beeman has volunteered to serve as a liaison with the Hygiene Community Association group for education on the ballot measure. Any meetings regarding election, should be held separately. The education efforts will primarily occur in April.

- iv. Hygiene Fire Protection District population. Director Koslov obtained maps from the county Assessor's office. Chief Bollacker will work with Rachel Parrinello to figure out a clear number.

V. CORRESPONDENCE – None

VI. OLD BUSINESS

- a. Diversity and Harassment Policy and Training – Policy has been put in place. Acknowledgements need to be returned to Chief Bollacker by February 15th.
- b. Insurance: Chief and Dave to meet with Agent. Director Baldrige filled out some paperwork regarding our Pinnacle Workman's Comp policy. She gave a copy to Director Beeman for his records.
- c. ESCI Report: how to use the final report; continue with next project or return that money to the 2016 budget. Discussion that ESCI is willing to come and give a presentation at no additional cost. ESCI will send an electronic copy of the report to Chief Bollacker so that it can be posted to the website. Chief Bollacker will try to schedule the ESCI presentation for March 19th or 20th.
- d. Director Baldrige isn't inclined to commit the money for the second phase with ESCI, until we make the first phase work final. Director Snyder would prefer to wait until after the presentation to determine whether we want to complete the second phase. Chief Bollacker feels that we need to have a strategic plan whether we do it ourselves or have ESCI do it. What is the plan for attack to address the concerns that ESCI listed?

VII. FIRE CHIEF'S REPORT

- a. There were 9 total calls in January
 - i. Medical – 6, Gas Leak – 1, CO Alarm – 1, Mutual Aid – 1
- b. There were 23.5 total training hours in December
 - i. Firefighter Training – 16 Hours, Medical Training - 4 Hours, Haz Mat Training - 2.5, Driver/Operator Training – 1
- c. New Brush truck, waiting for quotes.
- d. 2802 OOS. Started working on pulling equipment, goal is to take it to Auction by end of month
- e. Annual Pancake Dinner coming up on February 27th
- f. Apparatus bay lighting, Lights have arrived, will be installed starting next week.
- g. The 2015 Safety Grant reimbursement check Arrived
- h. Applied for a \$100,000 grant through the State for SCBA's,
- i. Applied for grant for Volunteer Firefighter Assistance Grant totaling \$8,000 for wildland gear, hose adaptors, wildland tools. Grant is a 50/50 grant
- j. We have 6 applicants in the hiring process right now.
- k. Diversity Harassment Policy has been instituted and distributed to all members.

1. Efforts to improve incident reporting – Chief Bollacker is looking into getting tablets for some of the trucks. This could be a tool for improved reporting. Director Koslov asked that sometime after the May election, we do a deep dive of incident reporting or response times. This should be added to the agenda for June.

VIII. NEW BUSINESS – None

IX. AUDIENCE BUSINESS – None

X. DEEP DIVE

a. Mill Levy Increase

- i. Ballot Language – Reviewed Ballot draft. Director Koslov suggested one change to the ballot draft. Maggie will send the ballot draft to the paralegal for review.
- ii. Pros/Cons- The board will write up a 500 word pro statement to include. Director Beeman will start the first draft.

XI. ADJOURNMENT – Director Koslov moved to adjourn. Director Baldrige seconded, and it passed unanimously at 9:28pm.

Director Tasks

Everyone

- None

Steve

- None

Molly

- Correct discrepancy on January financials and bring them back to the March meeting.

Scott

- None

Judy

- None

Dave

- Meet with Chad and insurance rep. to go over insurance policy.
- Start first draft of Pro/Con statement for TABOR Notice.

Chad

- Meet with Dave and insurance rep. to make introductions and go over insurance policy.
- Work with Rachel Parrinello to determine HFPD population.
- Schedule the ESCI presentation for March 19th.
- Explore the option of purchasing tablet to improve incident reporting accuracy.

Cody

- None