

Hygiene Fire Protection District
PO Box 83, Hygiene, CO 80533
Board of Directors Regular Meeting Agenda
Wednesday, January 11, 2017
7:00 pm

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

Department Personnel: Chief Chad Bollacker, Assistant Chief Cody Trevithick, Maggie Personeus, Paul Bashor, Pam Adler

Meeting Attendees: None

- I. PENSION BOARD AS NEEDED
 - a. Mr. Bashor asked about retroactive pay for a retired member that never filed paperwork with FPPA but was eligible to receive a pension. The board supports paying this member retroactive pay from December 2014, when he left the department. Director Baldrige moved to award him retroactive pay for December 2014 until now, Seconded by Director Koslov, and passed unanimously at 7:11pm. The Board reiterated that going forward, paperwork must be filed appropriately in order to receive payments.
 - b. Election Results – Paul Bashor was reelected for President of the Pension Board and Assistant Chief Cody Trevithick was reelected as Secretary of the Pension Board.

- II. CALL REGULAR MEETING TO ORDER at 7:12pm

- III. AUDIENCE COMMENTS FOR ITEMS NOT ON AGENDA - Please limit comments to five minutes - None

- IV. APPROVE THE DECEMBER MEETING MINUTES – Director Baldrige moved to approve the December minutes. Seconded by Director Koslov, and passed unanimously at 7:13pm.

- V. REPORTS
 - a. Treasurer’s report
 - i. December Financials – Provided by Director Baldrige.
 - i. Nothing of concern. Director Baldrige entered all financial information for December and Year End.
 - ii. Year End Financials - Director Koslov moved to approve the 2016 Year End Financials, Seconded by Director Beeman, and passed unanimously at 7:31pm.
 - b. Secretary’s report
 - i. Upcoming deadlines – Director Koslov discussed upcoming and recent deadlines. She posted the notice of the Budget Approval Meeting in the Times Call one week ago.
 - i. Director Koslov is currently working on 2017 calendar, SOPs, and researching additional deadlines mentioned in the SDA newsletter.
 - ii. Director Baldrige moved to increase Maggie Personeus’ hourly rate from \$17 to \$20 starting this January 2017 meeting. Seconded by Director Koslov and passed unanimously at 7:40pm.

- iii. Chief Bollacker added additional funds into the budget for training in case any board members would like to attend training opportunities in 2017.
- iv. Call Data – Director Koslov added specific call types onto the table so we can see what the three categories include (Non-EMS, EMS, and Other)
 - i. Response Time Table shows – Non-EMS calls are meeting the 80% goal. EMS calls are not meeting the goal 80% of the time.
 - ii. Day Versus Night – Most of the calls in December happened on Saturdays and Sundays.
 - 1. 2016 had the highest number of calls of all time. 252 total calls in 2016.
 - iii. Chief Bollacker will bring specific 2016 total call data to the February Board Meeting
 - iv. Time from Home to Station – Most responders live further than 7 minutes from the Station which shows the need for Shift coverage
 - v. Time from Station to Scene – The most frequent time was 5 minutes, with the range being from 1 to 10 minutes. There was just one outlier, 18 minutes to an Auto- or Mutual-Aid Emergency Wildland Fire at 11PM December 25.
 - vi. Counts for ALS calls, BLS Calls, ALS Calls with EMTs &/or Paramedic Responding – No accurate data yet.
 - vii. Directors discussed what information from the tables should be added to the department website for the public. Consensus that year end information is most helpful for the public so they can see the patterns that occur in district.
- c. Chiefs Report
 - i. Ambulance Service Update – Chief Bollacker discussed ambulance options with AMR personnel. Our primary ambulance will be coming out of the City of Boulder. Chief Bollacker discovered that what Chris Williams, the Boulder Operation Chief for AMR, told him in December is inaccurate. Chief Bollacker is going to meet with the Chief of Boulder Rural to see if the AMR ambulance assigned to their station could also respond to Hygiene calls. That ambulance is currently under contract with Boulder Rural only.
 - ii. Auto/Mutual Aid Update – Chief Bollacker is still working on these agreements.
 - iii. There were 28 total calls in December.
 - iv. Year-to-Date Calls – 252 calls
 - v. Apparatus Updates
 - 1. New Brush truck - No Updates at this time.
 - 2. Ordering of new command vehicle and QRV vehicle
 - a. Chief Bollacker has been working with Spradley Barr Ford in Greeley. The Rep has been unavailable to finish the spec package. Spoke to him today and he is supposed to be back in the office Monday. Will be meeting with him Monday to finalize and order the trucks by Friday of next week. He stated that the currently if we order by Friday 1/20 that they will take 8-11 weeks for delivery.
 - 3. 2841 - A water leak has been discovered, waiting for mechanic to look at the truck.
 - 4. 2830 - Has a couple valves that are leaking that possibly froze during Christmas day when fighting a grass fire. Mechanic has been called to inspect them as well.

5. Researching other options for either a new mechanic or an alternate mechanic for performing work on apparatus. Email has been sent out to area Fire Departments to find out who they are using and get info on their mechanics.
- vi. Station Updates
 1. Electrical short found during PM of Generator. The outlet feeding the Generators heating block needs to be replaced. Electrician is scheduled to look at it next week.
 2. Annual Hose testing completed in December.
- vii. Recruitment/Hiring Process
 1. We have 7 new applications that we will be starting the interview and testing process with in mid to late February.
 2. We have 1 EMT that was sworn in at the December Meeting. Bringing our current staffing level to 30
- viii. Marijuana Grow Facility Update
 1. The owner is still trying to get permission from the City of Longmont. Currently still a no-go.
- ix. Public Relations
 1. Participated in the Longmont Christmas Parade.
 2. Hosted Santa at the Fire Station for the Annual event. Good turn out
 3. Annual Pancake Dinner will be February 25th. We are planning something special this year due to it being the 50th Pancake dinner.
- x. Training
 1. EMR Course started on 1/10 and will end mid-February.
 2. Ice Rescue Training will take place in January or February dependent on Ice conditions.
 3. Have one Firefighter in the Firefighter 1/Haz Mat Academy starting this week.
- xi. Misc.
 1. Paid Shift incentive Program was started January 1st. So far 10 individuals have showed interest in program. The current reserves plus some of the traditional responders make up that 10. Chief Bollacker is meeting with 4 others that have shown interest and want to get more information.
 2. Chief Bollacker is looking at housing options for the shift or an internship program.
 - a. Similar to a program that is currently running at Vail Fire.
 - b. Director Baldrige asked that Chief Bollacker write up a one page preliminary idea to email the board for consideration.

VI. OLD BUSINESS

- a. Motion to approve the location for posting meeting agendas and notices. - Director Baldrige moved to meet on the second Wednesday of every month at 7:00pm at 7523 Hygiene Rd and that the agenda for each meeting will be posted at the three locations; bulletin board at 7523 Hygiene Rd, bulletin board at 11826 N 75th St, and at the post office located at 11830 N 75th St. Seconded by Director Beeman, and passed unanimously at 8:43pm.
- b. Director Brinkman is absent from this Board meeting but there is still a quorum of four Board Members.
- c. Public Hearing and Resolution to approve 2017 budget – Director Koslov moved to approve the Resolution 2017-001, seconded by Director Snyder, and passed unanimously at 8:51pm.

- d. Public Hearing and Resolution to set mill levy – Director Baldrige moved to approve Resolution 2017-002 and set the mill levy, seconded by Director Koslov, and passed unanimously at 8:53pm.
- e. Resolution to approve Brush Truck Lease – Director Koslov moved to approve Resolution 2017-003 and sign the Lease Purchase option for the Brush Truck, seconded by Director Beeman, and passed unanimously at 8:54pm.

VII. NEW BUSINESS

- a. Insurance Info, Dave – There are four insurance packages that the department pays for. The biggest package has been renewed through August 2018.
 - i. Director Beeman found that we may be eligible to participate in an insurance policy through Pinnacle for workmen’s compensation which could lower the cost by 2.5% or approximately \$150 a year.
 - 1. Director Beeman and Chief Bollacker can look into this option and its requirements further outside of the meeting.
 - ii. Director Beeman is filling out an audit from the Insurance Agency. He will check with Chief Bollacker and Director Baldrige for specific numbers.
 - iii. SDA has an insurance liability pool that we may also be eligible for. It involves creating our own policy based off of our needs and then asking for a quote from the SDA. It may or may not be economically advisable. We are under contract with the Tribett Agency until August 2018 so we couldn’t change until then.
 - iv. Director Beeman will contact SDA to see what additional information can be provided. Who else uses them? What services do they cover?
- b. Box Folders, Molly – Director Baldrige suggests changing the file names from each member’s names to titles pertaining to content. Discussion will continue in the February board meeting.

VIII. DEEP DIVE

- a. 2017 Goals, Deep Dive Topics – Director Baldrige discussed the context of why and how goals could be set for the department. She recommends setting goals each year. A format for assigning and accomplishing goals should be made first.
 - i. Director Baldrige asks that each board member please bring their top goals for the department to the February meeting for a deep dive discussion.
 - ii. Chief Bollacker will email the board the list of recommended goals that ESCI found in their evaluation.
 - iii. Director Snyder asked that all board members, Chief Bollacker, Assistant Chief Cody Trevithick, and Paul Bashor (Pension Board President) bring their goals for a discussion during Deep Dive.

ADJOURNMENT – Director Beeman moved to adjourn, seconded by Director Koslov, and passed unanimously at 10:05pm.

Director Tasks

Everyone

- Consider Board goals for 2017 and bring your most important ones to the February meeting for consideration/discussion.

Steve

- None

Molly

- Provide Dave with financial information for the Insurance audit form.

Scott

- Add Board Member Goals discussion to Deep Dive for the February BOD meeting agenda.

Judy

- Update calendar as needed and include board members responsible for each item.
- Update the Call Log graphs for the next meeting.

Dave

- Fill out the audit from the Insurance Agency.
- Look into workmen's compensation Pinnacle insurance options with Chad.
- Contact SDA to see what additional information can be provided about their insurance coverage.

Chad

- Continue updating the auto/mutual aid agreements.
- Send the board finished auto aid/mutual aid agreements for their information.
- Continue to provide call and responder data to Director Koslov and from now forward include distance from the station data as well.
- Bring specific 2016 total call data to the February Board Meeting
- Meet with the Chief of Boulder Rural to see if the AMR ambulance assigned to their station could also respond to Hygiene calls
- Order new command and QRV vehicles
- Write up a one page preliminary idea for shift program or internship housing options to email the board for consideration.
- Email the board the list of recommended goals that ESCI found in their evaluation.
- Look into workmen's compensation Pinnacle insurance options with Dave.

Cody

- None

Maggie

- Look into becoming a Notary Public and report cost information to the board in the February meeting.