

Hygiene Fire Protection District
Board of Directors Regular Meeting Minutes
Wednesday, August 12th, 2015
7:00 pm

Board Members in Attendance: Director Steve Brinkman (via phone), Director Scott Snyder, Director Molly Baldrige, Director Judy Koslov

Department Personnel: Chief Chad Bollacker, Assistant Chief Cody Trevithick

Meeting Attendees: Cort Shurtleff, Maggie Personeus

- I. **PENSION BOARD** - None
- II. **CALL MEETING TO ORDER** – Director Snyder called meeting to order at 7:03pm
- III. **APPROVE THE REGULAR MEETING MINUTES** – Director Baldrige moved to approve minutes, Director Koslov seconded, and the motion passed unanimously at 7:04pm.
- IV. **CORRESPONDENCE** – Chief Bollacker received a monetary donation in the amount of \$100 from a Hygiene resident. He will give it to Director Baldrige for processing.
- V. **OLD BUSINESS**
 - a. Fire House Status – Chief Bollacker will attend a training to troubleshoot the problems with the lock software.
 - i. Door Locks – The assistance from Sun Construction has not fixed the problem yet.
 - ii. In the future, full payment will not be given to vendors until satisfactory work is complete.
 - iii. Lighting Replacement – Lighting on East side is complete. The lighting for the North side has been purchased. Additional lighting alterations could be considered for next year’s budget.
 - iv. There are animals nesting in between the two buildings. Chief Bollacker will explore with a camera to see if we can identify what species. Then he will make arrangements to remove the animals and put up barricades so that animals cannot get back in.
 - b. Newsletter – Director Brinkman/Chief Bollacker
 - i. Director Brinkman looked into the Tax Payer Bill of Rights (TABOR) to determine what we will need to do for a Mill Levy increase. We cannot market Mill Levy increase in the newsletter.
 - ii. We can only report the data in the newsletter but not campaign
 - iii. District money cannot be used to campaign for the Mill Levy increase.
 - iv. Chief Bollacker has finished the newsletter. Director Baldrige will give it a final review and Chief Bollacker will email his finished work end of this week for review.

- v. In order to have correct information for the obituary/honoring section of the newsletter, Assistant Chief Trevithick and Paul Bashor can help confirm the retiree information. Assistant Chief Trevithick confirmed Don Nelson passed away last year.
 - vi. We do not have email addresses compiled to send out the newsletter yet.
 - vii. The sign up option will be added to the website soon. Those emails will go into a database.
 - viii. There will be banners posted on both sides of the building to give instructions for how to sign up for newsletter on the website.
 - ix. We will only collect email addresses for now. We can obtain mailing addresses from the county.
- c. Planning Consultant Status Report – Chief Bollacker
- i. State of the District – Directors should send feedback on the packet from ESCI to Chief Bollacker. ESCI wants feedback by this Friday.
 - ii. Proposal for Master Plan – They sent a sample to review. It was generic and included a lot of the things that we are already paying for in ESCI’s State of the District work. Director Snyder will contact ESCI and ask for a clearer scope that doesn’t have any redundancy.
 - iii. There will be some property annexations from the Hygiene district into Longmont affecting the district in the future. Nothing large at this time. And zoning restrictions are keeping county property tax values (thus the District’s income) static. There will be some property annexations
 - iv. Mr. Shurtleff asked, “What is the alternative to Hygiene having a separate fire district?”
 - 1. We want the residents of Hygiene to get the best medical and fire service available. If contracting with other fire districts is the best option ESCI could make that recommendation. The population of Hygiene isn’t going to change much according to ESCI.
- d. Replacement Board Members
- i. Mr. Shurtleff will attend meetings in September and October and then a decision will be made regarding Board Membership.
 - ii. Director Brinkman discussed board makeup with the consultant. The consultant recommends that we not have a current Hygiene Firefighter as a member of the board. A retired firefighter would be okay. There are approximately 5-7 retired firefighters that still live in the district and are not term limited. Term limitation expires after 4 years, so there may be more.
 - iii. Interest in expanding BOD to 7? - We do not have a Charter or Bylaws and are currently following the SDA guidelines for BOD. Since the SDA guidelines are unclear about under what circumstances 5 or 7 is the correct number, Scott decided to table the idea of a 7 member BOD indefinitely.
 - iv. Future discussion regarding appointing one board member to be in charge of board development.
- e. 2830 Status Report – Chief Bollacker
- i. Was current motor new when installed? – Yes, it was. Chief Bollacker spoke with another mechanic at Lucky’s to see if it really needs a new motor.
 - ii. Cost to replace motor – between 8,000-10,000

- iii. Costs have been incurred for Brandon to inspect and work on the current motor.
 - iv. Chief Bollacker will arrange for the truck to be towed to Lucky's.
 - f. Replacement for 2830 Status – Chief Bollacker
 - i. Specifications ready? - Nothing complete yet. We are waiting for some quotes and will send out specs to other vendors as well.
 - ii. Bid Process – Director Snyder will send Chief Bollacker contact information for vendors.
 - g. 2802 Status Report – Chief Bollacker
 - i. No new updates since we have decided not to replace the pumper at this time. We might consider in the future replacing that pumper with more extrication, rescue, and water rescue equipment.
 - ii. 2802 is currently listed a reserve unit as far as ISO is concerned.
 - h. ISO Review – Chief Bollacker
 - i. Chief Bollacker was contacted to start the ISO review process.
 - ii. Director Baldrige asked Chief Bollacker to explain what the review process entails.
 - 1. Every ten years, they look at data such as numbers of hydrants, apparatus, equipment, training, fire codes to determine the fire protection of the district.
 - iii. If our ISO score improves, fire insurance costs for property owners in the HFPD may decrease.
 - iv. Once a final score is determined, the public can be notified and residents may qualify for lower rates.
 - v. The ISO review process is mandatory.
 - i. Board Members duties discussion/assignments
 - i. Director Secretary Position – Director Koslov will meet with Director Baldrige and consider the option.
 - j. New Attorney – Director Snyder
 - i. Director Snyder contacted an attorney who declined because of a conflict of interest.
 - ii. Director Koslov made some suggestions that she found online and will send them to Director Snyder.
 - iii. Director Snyder will continue to contact new attorneys.

VI. NEW BUSINESS - None

VII. OFFICER'S REPORT – Director Baldrige

- a. Treasurer's Report – Total expenses are at 41% of budget at 58% of completion of the year. We are over budget in Professional fees due to the Consultants' fee and under budget in other categories.
 - i. Payroll is slightly over.
 - ii. There is some unspent money from education and equipment due to grants received.
 - iii. Director Baldrige consolidated some accounts at Wells Fargo.
 - iv. Director Koslov asked what we should be looking for in the financial records. Director Baldrige replied that we should look for discrepancies.
 - v. Rearrange signatories for financial institutions at Guaranty Bank.

1. Director Baldrige sent the minutes from last meeting so the bank can see that the signatories have been voted on and approved.
2. Once the cards are ready, Directors Snyder and Koslov can go to Guaranty Bank and sign.

VIII. FIRE CHIEF'S REPORT –

- a. There were 11 calls in July
 - i. Medical – 5, Lift Assist – 1, Gas Leak – 3, Electric Hazard – 1, Smoke Report -1
- b. There were 14.5 hours of training in July
 - i. Fire/Rescue Training - 7.5 Hours, Medical Training - 7 Hours
- c. 2830 OOS. Being towed back beginning of next week and taken to a local shop that specializes in power stroke motors primarily the 6.0l motor.
- d. 2802 OOS. No new Information.
- e. Created a new position that we just started to advertise looking for a volunteer administrative assistant.
- f. Truck Committee- waiting on a quote price from Skeeter.
- g. Department Appreciation Steak Dinner July 25th, had a decent turn out.
- h. National night out in Lyons went well lots of public interaction.
- i. Met with Ron Tribbett from Fire Pak and went over department's renewal policy.
- j. Pella Corner Animal Clinic donated a Pet Oxygen Mask kit. Valued at approximately \$90.00
- k. Amgen Donated Enclosed trailer, scoops, back board, stokes basket, lighting, water igloo coolers, decon pools and misc. Valued at approximately \$15,000.
- l. ISO Review under way.

IX. AUDIENCE BUSINESS –

- a. Director Koslov will not be here for the September meeting. She will send comments via email.
- b. Director Brinkman will be in Longmont for September meeting.
- c. Chief Bollacker will Skype in for the October meeting.
- d. There is an SDA conference September 23rd-25th in Keystone, CO. Registration fees and hotel charges can be paid for Board Members that want to attend.

X. DEEP DIVE – Discussion of Post Office building

- a. Lease is up May or June 2016.
- b. Discussion on a lease extension will occur in a future meeting. Director Baldrige suggested that if the lease is renewed, an increase in rent should be considered.
- c. Former Director Aschenbrenner might have looked into the value of the property.

XI. ADJOURNMENT – Director Snyder moved to adjourn. Director Brinkman seconded, and it passed unanimously at 8:40pm.

Director Tasks

Everyone

- Send ESCI feedback to Chad by Friday.

Steve

- None

Molly

- Meet with Director Koslov to discuss the Board Secretary duties.
- Find the legal source of the proper board size or range.
- Send PO lease info to Board by e-mail or bring to next meeting

Scott

- Go to the bank to become an additional approved signer on the accounts once your card is ready.
- Contact ESCI for information on a Master Plan that doesn't have any redundancy.
- Send Chad contact information for Bid Process Vendors.
- Continue to contact attorneys.

Judy

- Go to the bank to become an additional approved signer on the accounts once your card is ready.
- Meet with Molly to review and consider Board Secretary duties.
- Send Scott attorney recommendations and contact information.

Chad

- Give Molly \$100 donation.
- Investigate animal nest on roof in between buildings.
- Move 2830 to Lucky's to be looked at.
- Contact Bid Process vendors.
- Email newsletter updates to Directors for review.
- Send ESCI feedback by Friday.
- Pursue ISO Review process.

Cody

- Help confirm retiree information for newsletter.