

Hygiene Fire Protection District
P.O. Box 83, Hygiene, CO 80533
Board of Directors Regular Meeting Agenda
Wednesday, September 13, 2017
7:00 p.m.

Directors in Attendance: Scott Snyder, Dave Beeman, Molly Baldrige, Judy Koslov and Dave Beeman; Steve Brinkman's absence was excused.

Department Personnel: Acting Chief Cody Trevithick, Executive Assistant to the Board Jennifer Cook

Meeting Attendees: Firefighters Caballero, Ginsborg, Pacheco, Cunningham, Sugg, and Barnaby; Colorado State Fire Chiefs Representatives Jim Notary and Bob Parker

- I. PENSION BOARD AS NEEDED – None
- II. CALL REGULAR MEETING TO ORDER – Regular meeting called to order at 7:00 PM
- III. AUDIENCE COMMENTS – Attendees Notary and Parker gave a presentation detailing the process, benefits and costs of working with the Colorado State Fire Chiefs program as a means of finding a new Fire Chief for the Hygiene FPD.
- IV. APPROVE THE AUGUST MEETING MINUTES – Board chose to postpone approval of the August minutes until the October meeting, at which time the board will vote on the minutes from both August and September.
- V. REPORTS
 - a. Treasurer's report
 - i. August Financials – Review and discussion of the documents provided by Director Baldrige ahead of time. Nothing of concern.
 1. Special governmental accounting practices require that all assets must be expensed in the year of purchase, as well as the first year's lease payments. This means that we must book the full purchase price of the brush truck in addition to the first payment on the 3-year lease, significantly overstating our expenses for August, although we are under budget for the year overall.
 2. We were audited at our request in 2015 but the leasing company confirmed that they do not require an audit. We need only to provide them
 3. The accountants who did our audit will review our books for the entire year, provide financial statements, and do our exemption from audit forms for \$1,000. Director Baldrige agreed, and she will meet with them in January.
 4. Any work contracted by the department that is valued over \$1,000 must be put out for at least three bids and the department must receive estimates from each of the bidding companies.
 5. Paychecks are now processed through ADP and will be issued through direct deposit.

6. Quarterly financials must be posted on the website in the month following board approval.

b. Secretary's report

- i. Upcoming deadlines – The 2018 budget must be presented to the board at the October meeting. Director Koslov is required to advertise the budget meeting as a public hearing on the preceding weekend.
- ii. Archive & Retention Project – Maggie has caught us up with all the records of the fire department, with the exception of what is currently in others' hands. Director Koslov will explain the regulations of small district archiving and Jen will complete whatever small amount of backlog is left and then take it forward.
- iii. Executive Assistant Position – Director Snyder and Director Koslov interviewed Jen and thought she'd be a good fit for the position. Jen has experience taking minutes for board meetings and working for special government districts.
- iv. Executive Assistant Job Description - Specific duties to the board revolve around taking minutes and archiving but will evolve as we get a better idea of our needs and how the executive assistant can contribute. This may include training as designated election official and notary public, and helping Director Baldrige with financials in whatever ways may provide value. Official description will be laid out over the next month or two.
- v. Process for Judy to access Incident Reports – One of the three current administrators will set up a read-only access account for Director Koslov so that she can get the data to create monthly statistics reports. The administrator will also open Visinet and Iamresponding.com.

c. Chief's Report

- i. Transfer of information from Chad – The transfer of power is essentially complete. Remaining tasks include returning his door key and picking up his belongings.
- ii. New vehicle registration/license status – Acting Chief Trevithick will go to the DMV with titles and proof of insurance to get license plates for the new vehicles.
- iii. Issues & Opportunities – The new truck decals are not fully adhering and are starting to peel back from the surface. This could be a result of faulty decals or the enamel on the trucks. Acting Chief Trevithick would like to get a 3rd party's assessment of the cause of the problem before deciding how to proceed.

VI. OLD BUSINESS

- a. Compensation for Acting Chief – Discussed in executive session
- b. Pay for Shift Program Policy Review – Acting Chief Trevithick would like to get a time clock that connects to the computer system to address accountability. It would also allow users to log half-shifts and training shifts.
- c. Chad Bollacker Payout – Discussed in executive session

- d. Shift Staffing SOP – Acting Chief Trevithick will put together a finalized draft of the SOP document and send it to the board for review.
- e. Family BBQ – The Family BBQ is scheduled for August 30th from 5-8 pm at the fire station.
- f. Landscape Improvements – Napp Landscaping will donate the labor and a Board member has donated the cost of the materials to improving the adjacent islands. Millie Flynn’s stone will be moved to under the flagpole and can be engraved with deceased FFs’ names/dates. Napp will plant low-maintenance flora, as well as install pavers to provide easy access to the flagpole. Additional low-maintenance flowers and grasses will enhance the area along the fence adjacent to the gas station. Acting Chief Trevithick would also like to push back the curb adjacent to the parking area to facilitate drainage

VII. NEW BUSINESS

- a. Discuss making run data available to Judy – Administrators will make available
- b. Is the BOD interested in meeting with the Lyons BOD? – Purpose would be to determine whether there might be any economies of scale for expenses. Acting Chief Trevithick confirmed that this is already being done with training exercises and expenses where possible. Additional options could be through deployments and ambulance service.
- c. Chief Selection process – The board will work on refining and finalizing the Chief Job Description, to be used in house or by the recruiters as needed. FF Barnaby suggested that it might be more effective and successful to consider contracting multiple part-time Chiefs from within the department and as opposed to a single full-time Chief from the outside. The part-time Chiefs would work together but each would focus on different areas of the department, such as vehicle maintenance, training, fire prevention, administration and budgeting. Alternative configurations include having a part-time chief along with two part-time FFs, or a part-time chief and two full-time FFs. Acting Chief Trevithick and FFs Sugg and Barnaby will work together to submit a business plan for this idea within two weeks.
- d. Chief Job Description – Board members reviewed the description prior to the meeting and Director Koslov submitted suggestions and tried to streamline. Director Baldrige would like a more accurate definition of what qualifications are sought in a chief including: ability to inspire, delegate and lead by example. Further modifications are needed before the description is ready to be used.
- e. 2018 Budget – Director Baldrige led the budget discussion. The board reviewed the proposed budget, line by line and there is time to consider and discuss before adoption. The budget will be officially adopted at the November meeting and must be submitted to the county in December.
 - i. Two new vehicles were listed in the budget – an ambulance and an engine. The engine was included because we don’t have a reliable backup engine at the moment. The majority of calls are medical, and ambulance service is currently out of Boulder. Having an ambulance locally available would improve response times to calls in the Hygiene area. Most agreed that an ambulance would be more valuable to the department than another engine. Ambulance service could also be contracted to surrounding districts to recoup part of the expense.

- ii. Some budget items can be eliminated if we were to apply for and receive grants to cover the cost of specific items. Ex: Boat, washer/dryer
- iii. A line item calls for enhanced fire suppression measures throughout the building. Part of the building will end up being renovated so less expensive, temporary alternatives were considered, including a monitored fire detection system.
- iv. Director Snyder will research numbers to replace the existing living quarters, including engineering and architects and Director Baldrige will explore the financing/annual costs. The board will then make a determination of whether building renovation costs will be included in the 2018 budget.
- v. Harassment training costs will be added under the category of Miscellaneous Training expenses.
- vi. Purchasing a new Timberwolf engine will be reconsidered next year.
- vii. A line item for maintenance costs will be added to the Vehicles & Equipment category.
- viii. Add a "contingency" line as a catchall expense item.
 - ix. Acting Chief Trevithick will ask the creators of each budget category to reduce/remove items that are of lower importance or urgency, to bring the entire budget more in line with our 2018 income.
 - x. Budget count will be adjusted to two iPads and four radios and then test them over the next year. If they function well, more can be added to next year's budget.
- f. Fee Schedule for Reports & Research – Fees are posted on the website: Reports and public records cost \$.25/page and \$30/hour for location and retrieval of large volumes of documents.
- g. Train Executive Assistant to research FD Records – Director Koslov will work with Jen on this

VIII. GOALS

- a. Board Bylaws and SOPs: Molly – No Report
- b. Establish Level of Service for HFPD Medical Response: Scott – No Report
- c. Establish Level of Service for Medical Transport Service: Scott – No Report
- d. Get record keeping system set up – filing, organization, preservation, accessibility of docs: Judy – Already discussed.
- e. Strategic Plan: Steve – Not discussed
- f. Review Statement of Purpose: Scott - MOTION to accept the Statement of Purpose made by Director Baldrige, seconded by Director Beeman. Approved by unanimous vote.
- g. Verify all employees have proper tax withholding: Molly; Insurance; Dave; Job Descriptions: Chief – The Board will review all job descriptions prior to posting.

- IX. ENTER EXECUTIVE SESSION AT 10:23 PM to discuss compensation of acting chief, payout to Chad Bollacker and merits of working with the Colorado State Fire Chiefs to recruit a new

Hygiene Fire Chief. Motion made by Director Baldrige and seconded by Director Koslov.
Approved by unanimous vote.

X. EXIT EXECUTIVE SESSION AT 11:02 PM

XI. Adjournment – MOTION TO ADJOURN at 11:05. Made by Director Beeman and seconded by everyone.

Motion/Resolution Summary:

- MOTION to accept the Statement of Purpose
- MOTION to go into and come out of Executive Session

ACTION ITEMS:

Board

- Review Chief Job Description

Acting Chief Trevithick

- License plates for the new vehicles.
- 3rd party's assessment to determine the reason why truck decals are not sticking.
- Time clock that connects to the computer system to log shifts. (\$600 max)
- Finalize draft of the SOP document and send it to the board for review.
- Work with FFs Sugg and Barnaby to develop a business plan for multiple part-time chiefs and submit to the board within two weeks of September meeting.
- Ask the creators of each budget category to reduce/remove items that are of lower importance or urgency, to bring the entire budget more in line with our 2018 income.

IT Administrators

- One of the three current administrators will set up a read-only access account for Director Koslov so that she can get the data to create monthly statistics reports. The administrator will also open Visinet and lamresponding.com.

Director Baldrige

- Update the budget to reflect the changes discussed in the meeting
- Explore financing costs of renovating FD living quarters based on the results of Director Snyder's research

Director Snyder

- Research numbers to replace the existing living quarters, including engineering and architects