

Hygiene Fire Protection District
P.O. Box 83, Hygiene, CO 80533
Board of Directors Regular Meeting Agenda
Wednesday, April 10, 2019
7:00 p.m.

Directors in Attendance: Scott Snyder, Don Cole, Molly Baldrige and Steve Brinkman

Directors Not in Attendance: Judy Koslov (excused)

Department Personnel: Assistant Chief Benzel, Training Lieutenant Barnaby, and Lieutenant Wright

Meeting Attendees: Firefighters Benasso, Tolman, Novickis, Tena, and Ginsborg

- I. PENSION BOARD AS NEEDED – None
- II. CALL REGULAR MEETING TO ORDER – Regular meeting called to order at 7:00 PM
- III. AUDIENCE COMMENTS FOR ITEMS NOT ON THE AGENDA – None
- IV. APPROVE MINUTES
 - a. Regular Meeting March 13, 2019 – A MOTION to approve the regular Board meeting minutes was made by Director Brinkman. Director Cole seconded and the motion was approved by unanimous vote.
- V. REPORTS
 - a. Treasurer’s report
 - i. March – Director Baldrige reviewed the budget-to-actual report. A few expenses are higher than projected for the end of Q1 but this is mostly due to carryover purchases from last year’s budget. Overall there is nothing unusual or concerning.
 1. Last year the Department fronted compensation for Firefighters who were deployed to wildland fires outside the District. Those wages were originally captured under Reimbursable Expenses. Director Baldrige elected to move that expense – and subsequent income from reimbursements – to a single account that captures all transactions related to wildland deployment activity. There is no amount budgeted for this account because it eventually pays for itself through federal reimbursements.
 - b. Secretary’s report
 - i. Upcoming deadlines – Director Snyder reported on Director Koslov’s behalf that there are no upcoming deadlines.

c. Chief's Report

- i. Ambulance Service – Chief Trevithick met with UCHealth and presented them with call volume, transports and other statistics for the HFPD. He's also planning to give them data for the Lyons FPD to give a more complete picture of activity in the area. UCHealth is willing to pay to staff the ambulance but we would have to house them and their apparatus for free. Discussions are ongoing but it's looking promising, particularly if the Lyons and Lefthand Districts will join in.
 1. Having an ambulance located in the District may complicate the relationships with LUH and AMR but the priority of the Department is to give residents of Hygiene the best, most responsive service possible. AMR is still required to provide service under mutual aid agreements so adding our own ambulance would not preclude AMR from responding if there is need for a second ambulance.
 2. Dispatch service, expenses/reimbursements, etc. will require additional logistical discussion if the ambulance services multiple districts.
 3. The owner of the bunkhouse also owns the adjacent house, which is currently vacant. The Department may be able to rent the second house to provide lodging for the additional ambulance staff. Chief Trevithick will check into it once we hear back from UCHealth.
 - Chief Trevithick will meet also with AMR to see if they can match what UCHealth is offering.
- ii. 2841 Vehicle Title – Nothing to report
- iii. IT Program – Auxiliary Volunteer Bob Barnaby has merged all the house utilities and expenses with those of the Station and is in the process of cancelling duplicate services. He's added a new secure wifi network for associates of the Department and eventually plans to add another that is restricted to select Department members.
- iv. Public Information Officer (PIO) – Chief Trevithick spoke with the PIO for Longmont and she gave contact information for local media. Someone in the Department will be designated to communicate news and photos of public interest. The Longmont PIO recommended that the Department representative take classes to learn how information should be presented to minimize complications or misinformation.
 1. Assistant Chief Benzel volunteered to attend the classes.
- v. Fuel Tanks – The fuel tanks are ready to be picked up. Fire Marshal Homyak is working on getting the permits but there are difficulties because the property on which the tanks will be installed is residential but used commercially. The Treasurer will issue a check for the balance due once the county issues the permit needed to install the fuel tanks.

- vi. CEMEX Lease – Chief Trevithick sent the Board the latest version of the lease agreement to review. The lease allows immediate and continued use of the land but is restricted to limited hours on weekdays and prohibits use on weekends. Training Lieutenant Barnaby suggested that Cemex would likely be willing to compromise on anything that causes a significant problem for the Department. The Board deferred to terms that Chief Trevithick and the rest of the Officers were comfortable with, on the condition that use of property under the new lease does not require significant changes to our insurance.

- vii. New Engine –Rosenbauer’s is the only manufacturer that can build the Timberwolf model that meets all of the District’s requirements. Last year’s quote was \$443,108 but we’ve exceeded the timeframe allowed for that price so we would have to start the bid process all over again. The quote did not include any of the equipment needed to fight both structural and wildland fires, and the equipment will raise the price to \$600K+. The Board is willing to make the investment but needs to have a more exact estimate of the total price before they will consider approving the purchase. Chief Trevithick will work with the Truck Committee to assess equipment needs and costs to put together a more finalized price and send it to the Board within the next two weeks. At the May Board meeting Chief Trevithick will make a recommendation on what the next steps should be, based on the price of the engine and equipment.
 - 1. A new engine was not included in this year’s budget but, even if we ordered it today, we wouldn’t owe anything until it was ready for delivery, sometime in 2020. There are also financing options available that would help mitigate such a large hit to our bank account.
 - 2. Chief Trevithick confirmed that equipment/apparatus-wise, this new engine is the most pressing need for the Department over the next 2-3 years.

- viii. Mutual Aid – Chief Trevithick has met with chiefs from some of the surrounding departments to discuss renewing Mutual Aid agreements but wants to review the shift program to have a clear idea of the equipment and staff certifications that we have to offer before he schedules further meetings.

- ix. Other Issues & Opportunities
 - a. Grants – Training Lieutenant Barnaby spent a lot of time writing a grant that was ultimately denied because the grant committee would only consider applications for districts below a certain population level and the HFPD exceeded that limit.
 - i. Because it takes such a significant amount of time to research, write and pursue follow-up tasks for grants, Chief Trevithick recommended to the Board that we look for a professional grant writer. Chief Trevithick and Training Lieutenant Barnaby will try to find a grant writer who would be willing to take a percentage of any grant funding as compensation.

- b. Firefighter Combat Challenge – FF Novickis requested funds to enter a team in this year’s challenge in August. Estimated cost is \$200/team, which the board agreed to fund.
 - i. In conjunction with the challenge, FF Novickis asked if the Board would approve a budget for new workout equipment for Department members. He has some connections that he could leverage for discounts that would bring costs down but estimated that it would still be around \$5,000. The Board was generally approving of the idea but asked for more detail on what the budget would be spent on. Chief Trevithick will work with FF Novickis to determine what equipment the Association would find most valuable and bring a list of specific items and costs to the May Board meeting.
 - 1. Once the Association decides what equipment they need, we can also put a request out in the newsletter to see if anyone in the District could donate to the cause.
- c. Apparatus update – One of the compartment doors on the brush truck was cleaned and left open to dry at the same time that a passenger door was left open on the adjacent engine. When pulling out of the bay to respond to a grass fire, the brush truck hooked the passenger door on the engine with the compartment door, tearing one off and bending the other. Parts are on order.

VI. OLD BUSINESS

- a. 501(c)(3) (Steve) – Director Brinkman announced that the "Friends of Hygiene Fire Protection District Foundation" is an official, registered 501(c)(3) nonprofit. After the first meeting of the non-profit and following elections of officers, we will apply for 501(c)(3) status.
- b. Newsletter – Director Baldrige prepared a Draft Plan and distributed it prior to the meeting via e-mail. The plan was well received but deemed to be too large. The Board decided to publish the newsletter on our website and mail out a postcard or tri-fold with an invitation to check out the newsletter online.
- c. Post Office – The Post Office lease is effective until June 1, 2021 so no action is necessary at this time.

VII. NEW BUSINESS

- a. Dr. Wilk’s consideration for Physician Advisor – Dr. Wilk and EMS Director Brown did not make it to the meeting due to the weather. The introduction will take place at the May Board meeting.

VIII. AGENDA NEXT MONTH

a. Work Session – The Board determined there was no need for a work session in May.

IX. EXECUTIVE SESSION – A MOTION to go into executive session was made by Director Brinkman and was seconded by Director Cole.

X. ADJOURNMENT – A MOTION to adjourn the meeting was made by Director Brinkman at 9 PM. Director Cole seconded and motion was approved by unanimous vote.

Motion/Resolution Summary:

- MOTION to approve the regular Board meeting minutes
- MOTION to go into executive session
- MOTION to adjourn the meeting

ACTION ITEMS:

Chief Trevithick

- Work on getting the title to 2841
- Check into the cost of renting the second house for ambulance staff if talks with UCHealth continue to progress
- Work with the Truck Committee to assess equipment needs and costs to put together a more finalized price and send it to the Board within the next two weeks
 - Be prepared to make a recommendation to the Board at the May meeting on what the next steps should be, based on the price of the engine and equipment
- Work with Training Lieutenant Barnaby to try to find a grant writer who would be willing to take a percentage of grant funding as compensation
- Work with FF Novickis to determine what workout equipment the Association would find most valuable and bring a list of specific items and costs to the May Board meeting

All Board Members – NONE

Director Snyder – NONE

Director Baldrige – NONE

Director Koslov – NONE

Director Brinkman - NONE

Director Cole - NONE

Executive Assistant to the Board

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