

Hygiene Fire Protection District
PO Box 83, Hygiene, CO 80533
Board of Directors Regular Meeting Agenda
Tuesday, September 13, 2016
7:00 pm

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

Department Personnel: Chief Chad Bollacker, Maggie Personesus, Andrea Nabarrete, Miguel Ramirez, Keith Parrinello

Meeting Attendees: None

- I. PENSION BOARD AS NEEDED - None
- II. CALL REGULAR MEETING TO ORDER – meeting called to order at 7:07pm.
- III. AUDIENCE COMMENTS - Please limit comments to five minutes - None
- IV. APPROVE THE AUGUST MEETING MINUTES – Director Baldrige moved to approve the August minutes, seconded by Director Brinkman, and passed unanimously at 7:08pm.
- V. REPORTS
 - a. Treasurer’s report – Nothing unusual in the financials that Director Baldrige sent via email.
 - i. Audit Status – The audit is complete. Director Baldrige is satisfied with the quality of the work completed by the auditor. There weren’t any concerns. Director Baldrige asked the board to review the audit and respond to her via email with any comments or concerns.
 - b. Secretary’s report – Box.com is up and running. Director Koslov proposed that all members use their Hygiene Fire email accounts to sign up on box.com.
 - i. Revised Call Log – Director Koslov developed graphs with response time goals and call data including time to respond and number of responders. The board and attendees suggested some changes. Director Koslov will update the graphs for the next meeting.
 - c. Chiefs Report
 - i. August Total - 13 Calls
 - ii. AMR Response - Ambulance Update
 1. Still looking into options and additional research. Directors see email dated 9/12/16 for further information. December 2016 is when AMR will discontinue their ambulance in district.
 2. Director Snyder suggests that Chief Bollacker discuss options with other small districts within Boulder County, starting with Lyons and Lefthand to build a consortium to approach AMR and other providers.

3. Director Koslov suggested that the Boulder County Board of Health may be concerned with emergency medical service issues such as ambulance availability.
- iii. Auto/Mutual Aid – Chief Bollacker is still working on updating auto/mutual aid agreements with neighboring districts.
 1. He is using the auto aid template provided by the former attorney.
- iv. Apparatus Updates
 1. Brush Truck Lease Purchase - BME has ordered the cab and chassis from Ford. Estimated delivery from Ford to BME was 90 days. Director Baldrige researching best finance option.
 - a. Director Baldrige determined that the down payment will not be due until 2017 and should be accounted for in the 2017 budget.
 2. 2831 - Bumper monitor has been repaired and placed back in service on 9/9/16.
 3. 2801 - Leaking valve narrowed down to valve for discharge #3. Replacement ordered on 9/9/16 will schedule repair as soon as parts come in.
 4. No further apparatus issues to report at this time.
- v. Station Updates
 1. Working on scheduling with FF Sugg for updating sensor exterior lights on north side of station and on the west side of station over apparatus bay pad.
 2. Station exterior cleanup and tree/bush trimming scheduled for October 24th.
 3. Annual Hose testing is being scheduled for the month of October, instead of December to get away from colder months
- vi. Recruitment/Hiring Process
 1. We have six in the hiring process that was started at the beginning of September. Out of the six, four have 8+ years of experience in the fire service.
 2. Updated recruitment fliers have been placed at Front Range Community College.
 3. Handed out seven applications and recruitment brochures at the Hygiene Hay Days
 4. Recruitment Banners have been ordered for hanging at the station, as well as two extras with the intent to hang up near Ute Hwy and 75th, and near 17th and airport. Working on seeking permission from property owners near those areas for permission to hang the banners.
- vii. Marijuana Grow Facility Update
 1. The Marijuana Grow Facility proposal went in front of the Boulder County Commissioners. The commissioners passed the approval to change the property use to be used for marijuana grow facility. It passed with a vote 2-1. Have met with a few residents and have more meetings scheduled regarding concerns of facility. Chief Bollacker plans on attending the next scheduled City of Longmont, Water District Board meeting on Sept 19th.

viii. Public Relations

1. Held an open house with Extrication Demonstration and Fire Extinguisher Hands on training at the Hygiene Hay Days.
2. The crowd appeared a little smaller than past years, but we had a good turnout from firefighters and interacting with the public.
3. We also hosted Shirley Hoffman and her rescue horse Lucky, showing off large animal rescue capabilities, as well as an artist Daniel that was drawing free cartoon drawings for kids.
4. The annual MDA Fill the Boot Drive was another success, and once again beat our record with the amount of donations. Preliminary total was approximately \$5912 not counting the bucket of change. Will have exact amount later in the day on 9/14/16.

ix. Training

1. Chief Bollacker attended the first session of the Inside First Leadership Training. Went well and learned a lot. There are two more webinar sessions and another group setting class scheduled for later this month and the day before the State Chiefs Conference and Leadership Training to complete the entire course.
 2. Future Training- Chief Bollacker will be leaving the evening of 10/11/16 for Vail to the Annual Colorado Fire Investigator Training/Conference. He will return Saturday 10/15. FF Pam Adler will also be attending this training. Chief Bollacker proposed that the meeting be moved. The board decided the October meeting will be held on October 6th at 7:00pm.
 3. Future Training- Chief Bollacker will be in Keystone 10/17-10/21 to finish the Inside First Leadership Training as well as taking the Chiefs two training courses at the State Chief's Leadership training and conference.
- x. Miscellaneous - 2nd draft of 2017 Budget Request still in progress. Revised initial Budget Request and reformatted.

VI. OLD BUSINESS

- a. Long Range Plan – Director Brinkman is still working on this item. He would like to finalize it for the next meeting for the board to adopt. He would like it to be a “living document” that can be updated as needed. He will email the Long Range Plan and send it one week before the next meeting.

VII. NEW BUSINESS - None

VIII. DEEP DIVE

- a. Proposed Solutions for Call Staffing – Discussion of the pay per call idea. There are no firm plans yet. The board is still considering all options. Chief Bollacker suggested that there be a six month trial period for any compensation program.

- i. Director Baldrige asked how responders would be accounted for if there was a pay per call program. Chief Bollacker suggested bringing in a time clock and making responders responsible for clocking in.
- ii. Director Koslov asked if a pay per call program would take the place of the pension benefit.
 1. Chief Bollacker responded that this could be an option or in addition to the pension. The FPPA does have restrictions on number of hours (1600) per year that volunteers can be paid for without becoming ineligible for the FPPA pension program.
- iii. Chief Bollacker asked the firefighters in attendance for their input on a pay per call program.
 1. Feedback was mixed. One firefighter expressed interest in a pay per call program. The other two firefighters indicated that a pay per call program would not increase the number of calls that they respond to. They respond as often as possible with the incentives in place (pension, opportunity to serve the community).
- iv. Director Koslov, in order to meet our goals for response time and number of responders, moved that 1) Get legal consultation regarding pension responsibilities and commitments and then 2) Propose a budget for a six month trial in the first half of 2017 and a contingency fund for the second half of 2017 including to fund both a pay per shift and per call compensation with per call incentive added to shift pay. Seconded by Director Beeman and approved unanimously at 9:15pm.
- v. Director Snyder asked that Chief Bollacker bring additional information to the next board meeting after speaking to Lyons.
- vi. Chief Bollacker will also survey the firefighters to see what they want in a compensation program.

IX. B.O.D. GOALS STATUS CHECK – No Update

X. ADJOURNMENT – Director Brinkman moved to adjourn, Director Beeman seconded, and it passed unanimously at 9:24pm.

The BOD will meet next on October 6th and the 2nd Tuesday in November. In December the BOD meeting will move back to the 2nd Wednesday.

Director Tasks

Everyone

- None

Steve

- Compile Long Range Plan comments and send a final draft for the October meeting.
- Review the audit that Molly sent and send her any comments

Molly

- Work with Chad to purchase new brush truck.
- Send SOPs to the board and finalize them via email (by October meeting)
- Compile Audit comments from board.

Scott

- Sign any exclusion paperwork regarding previously discussed parcels.
- Review the audit that Molly sent and send her any comments

Judy

- Update calendar as needed and include board members responsible for each item.
- Review the audit that Molly sent and send her any comments.
- Update the Call Log graphs for the next meeting.

Dave

- Assist board members to Create Box.com accounts and upload documents.
- Review the audit that Molly sent and send her any comments.

Chad

- Bring additional information about call shortage short and long term solution to the October meeting.
- Survey firefighters to see what they want in a compensation program.
- Work with Molly to purchase new brush truck.
- Talk to other small districts about ambulance service once AMR is gone.
- Review the audit that Molly sent and send her any comments.
- Continue updating the auto/mutual aid agreements.

Cody

- None