

Hygiene Fire Protection District
P.O. Box 83, Hygiene, CO 80533
Board of Directors Regular Meeting Agenda
Wednesday, February 14, 2018
7:00 p.m.

Directors in Attendance: Molly Baldrige, Dave Beeman, Judy Koslov, and Scott Snyder.

Department Personnel: Acting Chief Cody Trevithick and E/A to the Board Jennifer Cook

Meeting Attendees: Firefighters Barnaby and Nabarrete

- I. PENSION BOARD AS NEEDED
 - a. Pension Board meeting was called to order at 7:07 PM. Pension Board Chair Paul Bashor was not able to attend so Director Baldrige and Acting Chief Trevithick presented in his place. The board was considering doing an additional actuarial analysis to determine whether increasing monthly distribution levels would be viable. We do actuarial studies every other year and the time and cost to do an extra study is prohibitive. Therefore, the board has decided to postpone the analysis until the next scheduled actuarial study in 2019. In the meantime, the pension board will do some research into how many FFs are interested in pensions and whether the state will continue to match our contributions at 90% if our contribution fluctuate below current levels.

- II. CALL REGULAR MEETING TO ORDER – Regular meeting called to order at 7:15 PM

- III. AUDIENCE COMMENTS – None

- IV. APPROVE THE JANUARY MEETING MINUTES – MOTION to accept the January minutes made by Director Beeman, Director Koslov seconded. Approved by unanimous vote.

- V. REPORTS
 - a. Treasurer’s report
 - i. January Financials – Review and discussion of the documents provided by Director Baldrige ahead of time. Nothing unusual or of concern.
 1. The year-end financials have been submitted to the accountants to prepare our exemption from audit application. The financials will not be final until the accountant signs off on them but they are in process and will likely be ready for board review at the April meeting.
 2. Our income is less than \$750k so we are not legally required to have an audit. However, we chose to have an audit in 2015 and Director Baldrige recommends that we continue to do so every three years. If the board agrees and adds this assignment to the SOP, the next audit would take place in 2019 for FY 2018.

 - b. Secretary’s report
 - i. Election Matters

1. The Call for Nominations was posted in the Times-Call on February 4th and Director Koslov brought a copy for the board.
2. In addition to the 2 current board members who are interested in running for re-election, a third person has submitted a self-nomination form. Because there are more candidates than positions, we are required to hold elections for the two board member seats. We will continue to accept nominations until March 2nd and will accept write-in candidate nominations until March 5th.
3. Historically we have held mail ballot elections but our attorney recommended having a polling place election due to the reduced cost. The board had questions about the differences between the two election processes so Jen will follow up with election attorneys to get clarification on the pros and cons of each.
4. FF Cunningham posted notice of the election on the website. The board felt that it needed to be clearer that we are seeking candidates for the board member elections and what that responsibility would entail. Director Baldrige will follow up with FF Cunningham to clarify what verbiage the board would like to see on the website about the election and how it should be formatted.

ii. Upcoming deadlines

1. The budget needed to be submitted to DOLA by the end of January, which Director Baldrige has done. Either Director Baldrige or Koslov will follow up to confirm that it was received.
2. The financials have been submitted to the accountants to prepare our exemption from audit application, due March 31st.
3. Pancake dinner takes place on February 24th from 5-8 PM. Tickets are \$6 and there are a lot of good prizes for the silent auction and raffle.

iii. Archive & Retention Project

1. Someone left a stack of documents to be archived in Director Koslov's box. Jen will sort through them and add to the online archives as needed.
2. Director Koslov requested that board members who have any documents that need to be archived contact Jen to coordinate transferring those files to her.

c. Chief's Report

i. FD Performance Report

1. Over 70% of the calls in January were for rescue and emergency medical services.
2. AMR response times were much better this month, with none of the times surpassing 23 minutes.
3. The goal has been two responders for each emergency EMS call, and six responders for all other emergency calls. The reports show that those goals are being met and, in many instances, exceeded.

4. The board would like FF Homyak to provide as much detail as possible about the context of the incident when AMR response times exceed 25 minutes.

ii. Issues & Opportunities

1. The FD handles a lot of the administrative activities online and it was brought to Acting Chief Trevithick's attention that the department does not have protection for any of this information. There is no established backup method in the event of a crash and, because there are no firewalls, the system is also vulnerable to hacking. Bob Barnaby offered to help the department implement an infrastructure and security enhancement plan. Bob would be willing to install all the necessary hardware and software to get the department the protection it needs, as well as train everyone in how to use them. This would include installing security measures on everyone's cell phones since info is accessed that way too. Bob would like to become an auxiliary member of the FD and would then be able to maintain the systems on a more ongoing basis.
 - a. Director Beeman, Director Koslov, Acting Chief Trevithick, FF Cunningham and Bob Barnaby will get together to discuss Bob's recommendations and how they could be implemented. Acting Chief Trevithick will coordinate a day and time for the meeting.
2. Now that the 2831 is back from getting repairs, all the trucks are running well. The 2860 has been stripped of all decals and is going in for replacements at the end of the week. If the new ones adhere the way that they are supposed to, the 2851 will go in for new decals as well.
3. FF Barnaby has been working on getting the Swiftwater trailer fully stocked so that it is ready to go when needed.
4. All members now have photo ID badges
5. The official term for the unit of FFs is "the Association." Director Baldrige observed that there were some inconsistencies in the Association bylaws, sometimes the "Department" was used and sometimes the "Association. For clarity this should be corrected and used on all legal documents, particularly on the business checks. FF Barnaby will follow up with Captain Benzel to make the corrections on the most recent version of the bylaws and send it to all board members.
6. The district recently revived an auto-aid agreement with Boulder County regarding wildland fires.
 - a. Director Baldrige will work with Acting Chief Trevithick to get him set up on Box.com so that association agreements and records can be archived.

VI. OLD BUSINESS

- a. Shift Staffing Program – Captain Benzel sent the most recent version of the shift staffing SOP to our attorney for legal review but we have not heard back. FF Barnaby will connect with Captain Benzel to forward to the board the email with the latest SOP that Captain Benzel sent to John Chmil.

- i. Selection paid/Volunteer – Once the SOP has been fully laid out and legally approved, all members of the association will need to formally declare their status as either a part-time paid employee, or as a volunteer.
 - ii. SOP for requesting off duty paid members respond – When the tone drops for certain pre-defined emergency incidents, available FFs will call in to command to find out if they are needed. If they are needed, they show up and clock in. Once the emergency has been resolved enough to send people home, the volunteers will remain and the paid members will clock out.
 - iii. Pension – Director Baldrige received information about a separate fund that could apply to part-time paid employees. She will forward that information to Acting Chief Trevithick for review and distribution.
 - iv. Workers Comp – We received an estimate for workers comp insurance but it was based on a department comprised of volunteers and a couple office employees. When we switch to a mix of paid part time and volunteer staff the premium will likely change.
- b. Roof – The engineers are coming next week to view the site and develop specifications of exactly what needs to be done. Contractors will then submit bids based on the engineer’s design.
 - c. Station redesign – Director Brinkman has been exploring options for contractors to do the work and we currently have five bids. Whether we move forward with the station redesign will depend on the bids and whether it is worth the expense if we are planning on building a completely new station in the next five or ten years.
 - d. By-Laws/SOP Committee – Discussed above
 - e. Jacket cost (Bashor) – The new jacket sample is the same price point and much better quality. ‘Hygiene Fire Department’ will be silkscreened on both the front and back. If we can find a company to do it for a good price, Acting Chief Trevithick would like to get Velcro patches with the FFs names on the back.

VII. NEW BUSINESS

- a. Strategic Plan – Director Brinkman was not in attendance so there was no discussion on the most recent changes to the strategic plan.
 - i. Director Baldrige proposed that the board develop a list of goals for the year and for those that should be dealt with in the next 3-5 years. Then, at the beginning of subsequent years, the board can review the goals on the 3-5 year list and choose which ones should be the focus for that year. Director Baldrige proposed that each board member review both the Board To Do List and the goals listed and the bottom of the agenda; make a list of goals for 2018 and bring them to the March meeting.
- b. A MOTION to go into executive session was made by Director Baldrige at 9:02 PM. Director Beeman seconded and the motion was approved by unanimous vote.

VIII. EXECUTIVE SESSION

- a. Discuss selection of Chief
- b. A MOTION to exit the executive session and adjourn the meeting was made by Director Baldrige at 9:26 PM. Director Koslov seconded and the motion was approved by unanimous vote.

IX. GOALS

- a. Board Bylaws and SOPs: Molly – Will be examined by the working committee, starting in January.
- b. Establish Level of Service for HFPD Medical Response: Scott – It was agreed that this should be a point of focus for 2018
- c. Establish Level of Service for Medical Transport Service: Scott – Not discussed
- d. Get record keeping system set up – filing, organization, preservation, accessibility of docs: Judy – Director Koslov will coordinate with Jen on how to move forward on this in early 2018
- e. Strategic Plan: Steve – Director Brinkman requested that each board member review the strategic plan individually and submit all comments and suggestions to him by February 7th. Once he has collected all the reviews, he will sort through them and update the strategic plan with specific numbers and goals in order to come up with a draft that is more representative of the board
- f. Review Statement of Purpose - DONE
- g. Verify all employees have proper tax withholding: Molly; Insurance; Dave; Job Descriptions: Chief – Not discussed

- X. ADJOURNMENT – A MOTION to exit the executive session and adjourn the meeting was made by Director Baldrige at 9:26 PM. Director Koslov seconded and the motion was approved by unanimous vote.

Motion/Resolution Summary:

- MOTION to accept the January minutes
- MOTION to go into executive session
- MOTION to exit the executive session and adjourn the meeting

ACTION ITEMS:

Acting Chief Trevithick

- Forward the email from Bob Barnaby re Internet security to the board members for them to review and ask questions.
- Coordinate with Director Beeman, Director Koslov, FF Cunningham and Bob Barnaby to set up a day and time for a meeting regarding Internet security options for the FD.

Firefighter Barnaby/Captain Benzel

- Correct the most recent version of the bylaws and any other legal documents so that 'Association' is the term that is consistently used. Send the updated bylaws to all board members
- Forward to the board the email with the latest SOP that Captain Benzel sent to John Chmil

Firefighter Homyak

- Provide as much detail as possible to the FD Performance Report when AMR response times exceed 25 minutes

Board Members

- Any board members that have documents that need to be added to the archives, contact Jen to coordinate transferring those files
- Review the Board To Do List and the goals listed and the bottom of the agenda; make a list of goals for 2018 and bring them to the March meeting

Director Koslov

- Confirm that DOLA received the budget. (or Director Baldrige)

Director Baldrige

- Confirm that DOLA received the budget. (or Director Koslov)
- Follow up with FF Cunningham to clarify what verbiage the board would like to see on the website about the election and how it should be formatted.
- Work with Acting Chief Trevithick to get him set up on Box.com so that association agreements and records can be archived
- Forward the information about a separate fund that could apply to part-time paid employee to Acting Chief Trevithick for review and distribution

Executive Assistant to the Board

- Send the January minutes sent to FF Cunningham to post on the Hygiene FD website.
- Follow up with election attorneys to get clarification on the pros and cons of both types of elections
- Sort through the stack of documents left in Director Koslov's box and add to the online archives as needed