

Hygiene Fire Protection District
PO Box 83, Hygiene, CO 80533
Board of Directors Regular Meeting Agenda
Wednesday July 12, 2017
7:00 pm

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

Department Personnel: Maggie Personeus: Chief Chad Bollacker and Assistant Chief Cody Trevithick's absences were excused.

Meeting Attendees: None

- I. PENSION BOARD AS NEEDED – Paul Bashor was not in attendance but he updated Director Baldrige beforehand. Gordon's pension transfer paperwork has been processed. The bylaws need to be updated to reflect that the funeral award is \$600 and is provided by the FPPA instead of the Board of Directors.
- II. CALL REGULAR MEETING TO ORDER – Regular meeting called to order at 7:04pm.
- III. AUDIENCE COMMENTS FOR ITEMS NOT ON AGENDA - Please limit comments to five minutes - None
- IV. APPROVE THE JUNE MEETING MINUTES – MOTION: Director Koslov moved to approve the June minutes. Seconded by Director Brinkman and passed unanimously at 7:05pm.
- V. REPORTS
 - a. Treasurer's report
 - i. June Financials – Review and discussion of the documents provided by Director Baldrige ahead of time.
 1. Nothing unusual or of concern.
 2. Director Baldrige is working with Guaranty Bank and Bank of the West to make sure District Funds are properly insured through FDIC, the state and the banks themselves.
 3. Director Koslov brought up the deadline of the exemption from audit from the calendar. Director Baldrige confirmed that this was completed in March.
 4. Director Koslov also mentioned the landscape costs possibly being used to hire a local landscaping company within district.
 - ii. Book Keeper Update
 1. The new bookkeeper Vicky has passed the necessary state background check and Director Baldrige is working with her to define and learn duties. Director Baldrige will continue to reconcile the bank accounts for the time being. Vicky will not be an authorized check signer but she will prepare checks and leave them for the board members to sign. She will come to the station to pick up the bills.
 2. Discussion of scanning bills to keep electronic records for reference.

- a. Director Baldrige will check Quick Books to see if there is a function to store these bills. If not, then the other option may be box.com
- b. Secretary's report
 - i. Upcoming deadlines – The upcoming deadlines are the steak dinner and Christmas party planning. Director Koslov will contact Paul Bashor to start planning the Christmas party.
 - ii. Call Data – Director Koslov updated the board on the call data tables
 - 1. The majority of calls in June were not for medical emergencies.
 - 2. Response Time - All calls beat the 80% goal in June.
 - 3. Number of Responders – June responders just met the goal for EMS calls but not for Non-EMS calls.
 - 4. Day versus Night – Most calls occur during the day. Fridays and Saturdays had the most calls in June.
 - 5. Shift Count – The most shifts were covered on Fridays in June. Saturdays have the least coverage.
 - 6. Ambulance Response Times – The department hasn't set a goal for Ambulance Response times because they are out of our control. The BLS call times were shorter than the ALS call times in June. The fastest response time was 13 minutes.
 - 7. ALS versus BLS calls – There were more BLS than ALS calls in June.
 - iii. Archive & Retention Project
 - 1. Maggie updated the board on the progress.
 - 2. Maggie will complete the backlog remotely if necessary but Director Koslov would like to see the ongoing archiving project be taken over by the minute taker replacement once s/he is hired.
- c. Chief's Report
 - i. Shift Staffing
 - ii. Job Description for Recording Secretary – The board will look for the minute taker replacement by word of mouth and posting on the website.
 - 1. Maggie will review her current job description and send feedback to the board.
 - a. This description should include minute taking and archiving duties.
 - iii. June Calls – There were 23 total calls in June. YTD Total – 146 calls
 - iv. Apparatus Updates
 - 1. New Brush truck, Update: The truck arrived on Saturday. There are a few things that need to be done that BME will be coming out the week of 7/10 to complete. Crews will be putting equipment on the truck at the end of week and weekend. Radios will be programmed on Monday July 17th. The goal is to have the truck fully in Service on July 19th
 - 2. New Command Vehicle was delivered on Friday July 7th. Emergency lighting & Equipment as well as striping will be installed over the next 3 weeks, with the goal of putting into service on August 1st
 - 3. New QRV has arrived in Greeley at the dealership. It is scheduled to have the topper shell and pull out bed tray installed the week of July 17th, with an arrival to us the week of July 24th.

It will then get Emergency Lighting and equipment as well as striping with the goal of putting into service on August 14th.

4. 2831 will be taken out of service after 2832 (new brush truck) is placed in service. 2831 will go out to have the rear end damage fixed from the Frog Belly Farm Fire.
- v. Station Updates
 1. Exterior of Station cleaning still underway. Plans to lay sod or fake grass around Flag pole island and island on south side of pad by generator has been pushed back to late July. The board would like to explore the options of hiring a local landscaping company to work on the landscaping.
 2. Bid process has begun to redo the asphalt on the east side of station.
- vi. Recruitment/Hiring Process
 1. We swore in 5 new members at the July Meeting. 3 of which live on the western side of Longmont and will primarily do traditional response, and 2 that will be Reserves. 1 of the individuals is coming in as the new Training Officer.
 2. We have 4 applications that we will start in a process mid to late summer.
- vii. Ambulance Update
 1. No updates at this time with current AMR response plan.
 2. Response times from AMR are ranging from 13-28 Minutes with an average of about 18 minutes from tone to arrival. The Average is staying about the same but the range of minutes has increased a bit from the 11-22 minutes we saw in May.
- viii. Marijuana Facilities Update
 1. No new updates regarding the one on Hygiene Road.
 2. The grow facility that is wanting to go in Chance Acres is doing so without the Counties knowledge. I am working with County Building Code officials regarding this property.
 3. The Marijuana retail store wanting to go in at the location of the Praha Restaurant is still going through the approval process at the county. We have informed the county that we will be requiring them to bring the building up to meet requirements of the 2012 International Fire Code, as well as install a fire hydrant in front of the business, due to no hydrant within 1000 feet of the location.
- ix. Public Relations
 1. Nothing new to report for June
- x. Training
 1. We currently have two firefighters that are taking some Department Officer development training, working towards becoming Lieutenants.
 2. Date is to be determined, but in planning stages of setting up Active Shooter training response at Hygiene Elementary as well as schools in Lyons. Joint training between Boulder County Sheriffs, Hygiene, Lyons, and School District.

3. Swiftwater Rescue Training took place in June. We have 4 new rescue swimmers and 2 new shore supports.
 4. Starting in August we will be starting the next round of Driver Operator classes.
 5. Hygiene will be hosting an IV class for current EMT's looking to obtain IV certification, and also to serve as a refresher for some. Class schedule is TBD but planned for late summer
 6. We will have 4-5 firefighters that will be going through the fall Structural Firefighter Academy.
 7. Travis Sugg is almost complete with his Paramedic School. Should be fully done and certified by mid-August, and will come off of modified leave of absence and resume his normal training and response requirements.
- xi. New Developments/Houses/Businesses
1. New plans reviewed and rough in inspection on a house on Rabbit Mountain Road
 2. Waiting on completion of a couple residential homes for scheduling inspections
- xii. Misc.
1. Chief will be out of State Sunday July 9th-Sunday July 16th
 2. Hydrants in District are being numbered for our tracking records, testing is planned to begin in July.
 3. Currently waiting on word for a grant through Department of Homeland Security for Ballistic PPE for Firefighters.
 4. Researching Grant options through DOLA for future purchase of new engine to replace old 2802.
 5. Researching requirements to prep and complete in the next 3 years to try and improve our ISO rating from a 5 to a 4
 6. Meeting with Mountain View Fire on Tuesday July 18th to work out details on new Auto Aid & Mutual Aid Agreement.

VI. OLD BUSINESS

a. Goals

- i. Board Bylaws and SOPs: Molly – No Update yet but Molly will work on this and upload an index to box.com for the August meeting
 - ii. Establish Level of Service for HFPD Medical Response: Scott – No Update
 - iii. Establish Level of Service for Medical Transport Service: Scott – No Update
 - iv. Get record keeping system set up - filing, organization, preservation, accessibility of docs: Judy/Maggie – Maggie updated the board during the Secretary's Report.
 - v. Strategic Plan: Steve and Chad are working on this still.
 - vi. Review Statement of Purpose: Chief – No update.
 - vii. Verify all employees have proper tax withholding: Molly – Working with ADP; Insurance; Dave – Once Maggie leaves Dave will contact the Insurance agency to get the replacement covered; Job Descriptions: Maggie will review the job description for her position and send it to the board with any edits.
- b. MOTION: Director Brinkman moved to enter into Executive Session to discuss Fire Chief Chad Bollacker's annual performance review. Director Beeman seconded, and the motion passed unanimously at 8:13pm.

- c. MOTION: Director Brinkman moved to return to regular meeting. Seconded by Director Baldrige and approved at 9:54pm.

VII. NEW BUSINESS

- a. MOTION: Director Brinkman moved to set a Public Hearing for August Meeting Re: The Parkes at Stonebridge, Petition for Exclusion. Seconded by Director Beeman and approved unanimously at 8:10pm.
 - i. The developer gave Director Koslov a check to cover the legal costs of the exclusion. Director Baldrige will deposit this check and the attorney will bill the developer directly for any charges over the check amount.

- VIII. ADJOURNMENT – MOTION: Director Brinkman moved to adjourn. Seconded by Director Baldrige and passed unanimously at 9:56pm.

Motion/Resolution Summary:

MOTION: Director Koslov moved to approve the June minutes. Seconded by Director Brinkman and passed unanimously at 7:05pm.

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Director Tasks

Everyone

- None

Steve

- None

Molly

- Train Vicky as the new bookkeeper.
- Review Financial Documents to assist Maggie and the retention/archiving project.
- Check Quick Books to see if there is a function to store bills electronically.
- Deposit the developer's check for the legal expenses due to The Parkes at Stonebridge, Petition for Exclusion.

Scott

- None

Judy

- Update calendar as needed and include board members responsible for each item.
- Update the Call Log graphs with data for the next meeting.
- Work with Maggie on retention/archiving project.
- Contact Paul Bashor to start planning the Christmas party.

Dave

- None

Chad

- Continue updating the auto/mutual aid agreements.
- Send the board finished auto aid/mutual aid agreements for their information.
- Continue to provide call and responder data to Judy and include what kind of equipment was used on ALS and BLS calls.
- Update the Statement of Purpose and send it to the directors.
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Cody

- None

Maggie

- Work with Judy to complete the backlog of the document archive and retention project.
- Review current job description and send feedback to the board.