

Hygiene Fire Protection District
PO Box 83, Hygiene, CO 80533
Board of Directors Regular Meeting Agenda
Wednesday May 10, 2017
7:00 pm

Board Members in Attendance: Director Scott Snyder, Director Judy Koslov, Director Dave Beeman, Director Molly Baldrige

Department Personnel: Chief Chad Bollacker, Maggie Personcus, Assistant Chief Cody Trevithick, Travis Homyak, Keith Parrinello, Don Cole

Meeting Attendees: None

- I. PENSION BOARD AS NEEDED – Chief Bollacker informed the board that Retiree Dale Johnson passed away recently. He left the department in 1972.
- 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 APRIL MEETING MINUTES – Director Baldrige caught a mistake that Maggie forgot to fix on the April minutes. It completed the sentence at V.b.ii.5. Maggie corrected the mistake. The corrected minutes will be posted to the website. MOTION: Director Koslov moved to approve the April minutes with the discussed correction. Seconded by Director Beeman and passed unanimously at 7:07pm.
- V. REPORTS
 - a. Treasurer’s report
 - i. Approve first quarter financials – Review and discussion of first quarter financial documents provided by Director Baldrige prior to the meeting.
 1. Director Baldrige explained the escrow funds for the new brush truck on the financial documents.
 2. Review of the January through March 2017 Profit and Loss page.
 - a. None of the expenses are out of the ordinary.
 - b. The budget to actual comparison shows a higher amount for “Supplies” because of the laptop, scanner, backup storage device, and software purchase for the document archiving project.
 3. MOTION: Director Koslov moved to approve the 2017 first quarter financial statements. Seconded by Director Beeman and passed unanimously at 7:16pm.
 - ii. April financials – Review and discussion of all April financial documents provided by Director Baldrige prior to the meeting.
 1. Review of the April Profit and Loss detail.
 - a. The Craig Fire and Safety Maintenance fee was slightly higher due to extrication equipment repair.

3. Day versus Night – Most calls were during the day cumulatively from June 2016 to April. No clear pattern of which day of the week is busiest.
 4. Shift Count – Shift coverage was highest on Fridays during the day in April. The weekend coverage is still light but there is more consistent coverage Monday-Friday.
 - a. Director Snyder asked that a total number of covered shifts would be helpful to see. Director Koslov will add this to next month's table.
 5. Minutes from Home to Station – These times are similar to previous months. No change in trend.
 6. Minutes from Station to Scene – The time went down in April. Most calls were either four or seven minutes away from the station.
 7. Counts of ALS calls, BLS calls, ALS calls with EMTs and/or Paramedic Responding – In April 2 calls required ALS and 3 calls required BLS. Director Koslov suggested that the call data reflect what kind of equipment was used on ALS and BLS calls. Chief Bollacker reported the specific types of ALS and BLS conditions for these calls. This information could be used to help determine what ALS and BLS equipment is needed.
 8. Director Baldrige thanked Director Koslov and Chief Bollacker for collecting and organizing this data.
 9. Director Koslov asked the board if all of this information is helpful. At this time the consensus is that all tables are helpful for planning purposes.
 10. Director Baldrige asked if the majority of motor vehicle accident calls involve people who do not reside within the HFPD.
 - a. Chief Bollacker explained that this is a possibility.
 - i. He explained that some other districts record this data and bill insurance companies for services provided to non-residents.
 - ii. Director Snyder explained that he has heard of negative outcomes for departments that bill non-residents for services.
 - iii. Chief Bollacker explained that any HazMat accidents can be billed directly to the carrier company.
 - b. Director Beeman asked if there was any data collected about alcohol caused accidents. As of now, that data is not being collected.
 - c. Director Snyder suggested that at the end of the year, a table be made showing where our calls have taken place.
- c. Chiefs Report
- i. Ambulance Update
 1. No updates at this time with current AMR response plan.
 2. AMR ambulance stationed at Boulder Rural station has been eliminated as of May 1st.
 3. Chief Bollacker is collecting data on ALS and BLS EMS calls to see what additional equipment can and should be purchased to provide care until an ambulance reaches each call.

- a. Assistant Chief Trevithick explained some of the details from an EMT's perspective. He believes that the faster a person can be treated at a hospital, the better.
 - b. Chief Bollacker added that additional training will be needed with additional equipment.
 4. Director Snyder expressed that during this next year the ambulance system will likely change in Boulder County.
 5. Chief Bollacker discussed that Lyons Fire has an ambulance that could possibly transport HFPD patients too if an arrangement can be made between the departments.
- ii. Auto/Mutual Aid Update – Chief Bollacker is still working on the remaining agreements.
- iii. Shift Staffing – Things are running smoothly and there is more consistent coverage during the work week. Most shifts are covered overnight.
 1. Director Koslov asked if there is any incentive to get people to cover weekend shifts. Chief Bollacker doesn't want to increase the payment amount because it could push those volunteers above the monetary limit for FPPA.
 2. Director Baldrige asked if the volunteers are assisting Chief Bollacker with any of his duties. Chief Bollacker said that he has gotten mostly administrative support from volunteers covering shifts.
 3. Director Snyder asked if there have been any recent calls that no one responded to. Chief Bollacker confirmed that there have been no unanswered calls.
 4. Director Snyder also asked if Chief Bollacker believes that some volunteers aren't responding because they assume that someone covering a shift will respond instead. Chief Bollacker doesn't believe that this is happening.
- iv. Laptop/Scanner for Maggie – They arrived today and Director Beeman will take them home and set them up later this week.
- v. Statement of Purpose – Chief Bollacker created this document and sent it to the board for their feedback.
 1. Review of document.
 2. Director Koslov responded with some suggestions. She identified services that we are empowered to provide versus services that we have listed. There are discrepancies between different sections of the language provided by the attorney.
 3. Director Snyder identified errors that address the district as the Town of Hygiene. Hygiene is not a town but a part of unincorporated Boulder County.
 4. Chief Bollacker will update the Statement of Purpose with board feedback.
- vi. Job Description for Maggie – Chief Bollacker compiled a description and will send it to the board and Maggie for their review.
- vii. There were 19 total calls in April.
- viii. Apparatus Updates

1. New Brush truck, Update: The truck is in progress a little behind schedule. Chief Bollacker and Keith will be flying out the first week of June to perform the 75% inspection. Truck will be sent to the paint shop after inspection.
 2. New QRV and Command update, Command vehicle is scheduled for delivery to Greeley on 5/18. It will then go to their vendor for the bed. QRV has not been started on assembly line. Date is TBD.
 3. 2803 will go out of service for approximately 2 weeks, leaving the station on Friday, May 19th for repairs.
- ix. Station Updates
1. Exterior of Station cleaning still underway. Memorial headstone will be moved over by flag pole, and plans for grass being installed in the area around flag pole.
 2. New electrical shore lines installed for trucks.
 3. Ran piping in apparatus bay to install two air reels connected to air compressor.
 4. New Lighting replaced old lights on west side of apparatus bay
- x. Recruitment/Hiring Process
1. We currently have 7 in the hiring process.
- xi. Marijuana Grow Facility Update - No new updates.
- xii. Public Relations
1. Took part in another reading day at Hygiene Elementary reading books to students.
- xiii. Training
1. Over the Month of April and May there will be multiple wildland trainings in several different aspects of wildland firefighting.
 2. We currently have two firefighters that are taking some Department Officer development training, working towards becoming Lieutenants.
 3. 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.
 4. Swift water Rescue Training taking place in June
- xiv. New Developments/Houses/Businesses
1. No new plans
 2. Waiting on completion of a couple residential homes to schedule inspections.
- xv. Miscellaneous
1. Chief will be out of State Sunday, July 9th-Sunday July 16th
 2. Will be ordering testing equipment in April to allow us to perform flow tests on Fire Hydrants within the District
 3. Hydrants in District are being numbered for our tracking records
 4. Currently waiting on word for a grant through Department of Homeland Security for Ballistic PPE for Firefighters.
 5. Currently waiting on word for a grant through Walmart for 100 Smoke Detector/CO2 Detectors to hand out for Pub Ed for Hygiene Residents.

6. Received 10 Smoke Detectors from a grant from Kiddie Smoke Detectors. Approximate value \$300

VI. OLD BUSINESS

a. Goals

- i. Board Bylaws and SOPs: Molly – No Update
- 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 – Director Koslov and Maggie updated the board during the Secretary’s Report.
- v. Strategic Plan: Steve – Chief Bollacker has worked with Steve on this.
- vi. Review Statement of Purpose: Chief – Chief Bollacker updated the board during the Chief’s Report.
- vii. Verify all employees have proper tax withholding: Molly; Insurance; Dave; Job Descriptions: Chief – Director Beeman has reached out to the Insurance agency to add Maggie under coverage. Chief Bollacker is working on a Job Description for Maggie’s position.

VII. NEW BUSINESS

- a. Steak Dinner – Director Snyder recommends that the board organize and hold this dinner in appreciation of the firefighters. Chief Bollacker will work with the board as well to organize this.

VIII. ADJOURNMENT – MOTION: Director Baldrige moved to adjourn. Seconded by Director Koslov and passed unanimously at 9:05pm.

Motion/Resolution Summary:

MOTION: Director Koslov moved to approve the April minutes with the discussed correction. Seconded by Director Beeman and passed unanimously at 7:07pm.

MOTION: Director Koslov moved to approve the 2017 first quarter financial statements. Seconded by Director Beeman and passed unanimously at 7:16pm.

MOTION: Director Baldrige moved to adjourn. Seconded by Director Koslov and passed unanimously at 9:05pm.

Director Tasks

Everyone

- Organize the Steak Dinner

Steve

- None

Molly

- Contact and obtain cost information for a bookkeeper or bookkeeping firm

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.
- Add the total number of covered shifts to next month's table.
- Work with Maggie on retention/archiving project

Dave

- Install software onto new laptop

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 Director Koslov and include what kind of equipment was used on ALS and BLS calls.
- Update the Statement of Purpose and send it to the directors.
- Finish a job description for Maggie's Executive Assistant position and send it to the board and Maggie for feedback.
- Post corrected April BOD Meeting Minutes to the website.

Cody

- None

Maggie

- Work with Judy to organize and implement the document archive and retention project.
- Send corrected April BOD Meeting Minutes to Chad to post on the website.