

**Hygiene Fire Protection District
Board of Directors Regular Meeting Minutes
Tuesday, June 16th, 2015
7:00 pm**

Board Members in Attendance: Director Steve Brinkman, Director Scott Snyder, Director Molly Baldrige

Department Personnel: Chief Chad Bollacker, Assistant Chief Cody Trevithick

Meeting Attendees: Judy Koslov, Cort Shurtleff, Maggie Personeus (Note Taker)

- I. **PENSION BOARD** - 7:03pm – 7:04pm
 - a. Orville Sadar passed away on May 28, 2015. Hygiene firetrucks and personnel lead the procession from the funeral to the Hygiene Cemetery. Assistant Chief Trevithick submitted the paperwork for his pension.
- II. **CALL MEETING TO ORDER** - Meeting was called to order by Director Brinkman at 7:04pm.
- III. **APPROVE THE REGULAR MEETING MINUTES** – Director Baldrige made a motion to approve the meeting minutes from May 2015. This motion was seconded by Director Snyder and passed unanimously at 7:05pm.
- IV. **WELCOME NEW POTENTIAL BOARD MEMBERS**
 - a. Welcome Cort Shurtleff and Judy Koslov as potential Board members.
 - b. History of the department for the potential Board members. Founded in 1960. Firefighters originally paid for equipment and built the firehouse with their own money.
 - i. Demographics of the department have changed.
 1. Used to be local farmers. Now members are people from out of town gaining experience to find paid firefighting positions.
 2. Cost of living in Hygiene is high so many volunteers live outside of the district.
 - ii. Increased number of non-fire calls
 1. 75% of calls are now medical.
 2. Before the department did medical calls, there were arrangements with other medical response companies such as Longmont Emergency Unit.
 1. Response times of the outside agencies were slower so we saw the need to increase our medical expertise and respond within our district more quickly.
 3. Now we have volunteers with swift water, ice water, and wild-land fire certifications.
 - c. Mr. Shurtleff asked where the department is headed
 - i. We have five and ten year written plans (Steve – do we really?)

- ii. Need to replace equipment soon. Our current yearly income almost matches expenses. Replacement costs expected in the next three to five years exceed our savings balance.
- iii. Looking at a mill levy increase in the next election.
 - 1. We currently have the lowest in Boulder County and the fourth or fifth lowest in the state of Colorado.
 - 2. We haven't raised the mill levy in 13 years.
 - 3. If approved will allow us to afford to replace equipment, hire paid employees, consider a satellite station.
- iv. Considering hiring more paid employees; both administrative and Firefighters.
- v. Volunteer departments are running into the problem of their volunteers not being allowed to leave work at short notice to go on day calls.
- vi. We have hired a consultant to give us feedback on what our needs are and how we justify them in the election.
- vii. District is approximately 50 square miles. We participate in mutual aid with other departments such as Lyons, Boulder Rural, Mountain View, and Berthoud.

V. **CORRESPONDENCE** - None

VI. **OLD BUSINESS**

- a. Fire House Status –
 - i. The software for the building locks isn't operating. Tech support hasn't been able to fix the software but will find a third-party vendor to come to the station.
 - ii. Assistant Chief Trevithick and firefighter Travis Sugg are going to add lights to the east side alley to illuminate the door.
 - iii. The new battery pack didn't fix the southeast door. Wiring may have been pinched during construction.
 - iv. Many fixtures in the building also aren't working properly.
 - v. Assistant Chief Trevithick and Chief Bollacker are going to look at a cost estimate for the lights and try to fit it into the budget.
- b. Newsletter – Most of the information to include will be obtained by the consultant.
 - i. Chief Bollacker is working on the outline and will send it to the Board via email.
 - 1. Mentions the consultant and the need for Board members.
 - ii. Ryan is working on the website to create an option to sign up for the newsletter, to collect e-mail addresses of district members
 - iii. Director Baldrige suggested notices in the Post Office, Café and Market to collect district member email addresses.
 - iv. Chief Bollacker will hang a board on an exterior wall of the station and has looked at an LED message board to replace the wooden board.
 - 1. These can be used to display the newsletter and e-mail sign-up information.

- v. Ms. Koslov suggested that we ask the City of Longmont to add a message in their utility bill newsletter. Director Snyder will find out who to speak to about adding this message.
- vi. Mr. Shurtleff suggested that we put a message on Facebook.
- c. Planning Consultant Status Report – Chief Bollacker received the list of items to review.
 - i. They want to interview volunteers, retirees, and some community members on Monday and Tuesday the 29th and 30th.
 - ii. Chief Bollacker reviewed the list. The items are organized by tab and he will compile all of the information and save it on one jump drive to give to the consultant.
 - iii. Chief Bollacker has completed or is working on the tabs that apply to him.
 - 1. Including SOP, SOG, GIS Maps, and training information.
 - 2. He expressed the need for some help compiling this information.
 - iv. Director Baldrige will provide financial information. This includes tabs eight through thirteen.
 - v. Director Snyder made a motion to budget \$1,000 to pay for clerical help. Director Baldrige seconded the motion and it passed unanimously at 7:38pm.
 - 1. Maggie agreed to assist Chief Bollacker.
- d. Continued hunt for Board members, identifying needs, building depth
 - i. July will likely be Director Brinkman’s last meeting in person.
 - 1. Chief Bollacker will explore options to include Director Brinkman in meetings electronically.
 - ii. We need to create depth by having committees with potential Board members.
 - iii. Truck 2830 – Chief Bollacker sent the Board an email from the mechanic
 - 1. It needs a new motor. Chief Bollacker contacted Bill Nelson to see if there is any warranty information.
 - 2. We are going to sell the truck but it needs to be running to increase the value.
 - 3. Chief Bollacker asked, if there isn’t a warranty on the bad motor, what should we do?
 - 1. Chief Bollacker and Assistant Chief Trevithick will look at pricing for a refurbished motor.
 - iv. Air packs – Chief Bollacker is looking at grant possibilities to pay for the upgrades. We currently have enough operational air packs.
 - v. Truck 2802 – Director Snyder asked if it is an ISO issue.
 - 1. Chief Bollacker said that it isn’t.
 - 2. Once we have a brush truck committee, we can decide if we are going to fix it or buy a new one.

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VII. NEW BUSINESS

- a. Board Member duty discussion – Director Brinkman would like Director Snyder to consider becoming the Board President once he leaves.

VIII. OFFICER’S REPORT

- a. Treasurer's Report - Reviewed the Comparison 2015 Annual Budget to 2015 YTD Actual Report
 - i. The Consultant's fee is an extra fee that wasn't budgeted for.
 - ii. YTD Profit and Loss – Net income primarily comes from property taxes in the amount of \$96,000.
 - iii. Reviewed Profit and Loss for May 2015
 - 1. Income this month was \$47,000.
 - iv. Reviewed Balance Sheet – Not much debt.
 - v. Ms. Koslov asked Director Baldrige if she has any concerns from her reports.
 - 1. Director Baldrige said no because we have a good system for checks and balances.
 - 1. There are two people on the account to sign checks and Director Snyder needs to be added as a signer.
- b. Director Brinkman completed the SOP for the Chief's review.
- c. Mill Levy - November 1st is the deadline to file a request to increase the mill levy.
 - i. Next meeting Director Brinkman and Director Baldrige will make a calendar with the mill levy deadlines on it.
 - ii. We will use information from the consultant to educate the community on the need for the increase.
 - 1. Information will be included in the mailed newsletter.
 - 2. We may hold community meetings.
- d. Board Member Reelection – Director Baldrige and Director Snyder's positions are up for reelection.
- e. Attorney Contact Information – Chief Bollacker will email the Board the contact information for an attorney with Special District experience.

IX. FIRE CHIEF'S REPORT

- a. There were 19 total calls in May.
 - i. Accident, Auto – 3, Medical – 10, Lift Assist – 1, Fire Alarm – 2, CO Alarm – 1, Grass Fire – 1, Electric Hazard - 1
- b. There were 24.5 training hours in May.
 - i. Fire/Rescue Training - 15.5 Hours, Medical Training - 8 Hours, Other Training - 1 Hours
- c. 2830 OOS.
- d. 2802 OOS. No new Information.
- e. Recruiting process is still temporarily stopped to get new members trained. Will continue to accept applicants to create a waiting list.
- f. MES rep will be at membership meeting on the 29th for sizing of gear and place order on the 30th.
- g. Truck Committee- Still working on Brush truck design options and pricing.
- h. 4 new EMT's 2 New EMR's on Department
- i. 5 New Swift-water Swimmers, 4 New Shore support
- j. 7 Firefighters signed up for FF1 Academy starting end of August.
- k. Recap of recent Tornado and flooding.
- l. County Tubing Ban on St. Vrain River and Creeks.
- m. New Statewide Mutual Aid agreement came out for agencies to review.
- n. State MMA aircraft availability and capabilities for use in emergency situations.

X. **AUDIENCE BUSINESS**

- a. Assistant Chief Trevithick saw a large marijuana field growing on St. Vrain Road. Chief Bollacker will call the county and ask a County planner if it is legal.
- b. Chief Bollacker hasn't been receiving proper notice about events being held in the district.
 - i. He has reached out to Boulder County to remedy this problem and will keep the Board updated on how that progresses.

XI. **DEEP DIVE** – Funding up-coming truck replacements.

- a. The first brush truck will cost approximately \$200,000 and that will take place before the mill levy increase election.
- b. Director Baldrige would like to put half-down and finance the rest of this truck so that we aren't decreasing our savings.
 - i. Possibly with a lease purchase option.
 - ii. Director Snyder and Director Brinkman are in favor of a lease purchase option.
 - iii. Director Baldrige will look into lease purchase options to bring to next meeting.
- c. Chief Bollacker will look at airfare and gas costs to transport the truck.

XII. **ADJOURNMENT** – Director Brinkman adjourned meeting at 8:54pm.

Director Tasks

Everyone

- Think of potential new Board Members.

Steve

- None

Molly

- Send Chad all of the financial information asked for by the Consultants.
- Look at Lease Purchase options to finance new brush truck and bring them to next meeting.
- Arrange with bank for removal of Director Aschenbrenner and addition of Director Snyder for check signing.

Scott

- Find out who at the City of Longmont is in charge of adding messages in the Utility Bill Newsletters.
- Consider becoming Board President after Steve leaves.
- Go to the bank to become an additional approved signer on the accounts.

Chad

- Make a cost estimate for the lights to show the Board.
- Send Board the outline for the email newsletter.
- Compile the information to give to the Consultant.
- Explore options for Steve to participate electronically (Skype) in meetings after July.
- Find prices for a refurbished motor for 2830.
- Explore Grant options to pay for upgrades to air packs.
- Email the Board attorney contact information.
- Contact the County about marijuana growth that Cody saw.
- Look at airfare and gas costs to transport new brush truck.

Cody

- Help Chad make a cost estimate for the lights.
- Help Chad look at prices for a refurbished motor for 2830.