

Hygiene Fire Protection District

P.O. Box 83, Hygiene, CO 80533

BOARD OF DIRECTORS REGULAR MEETING

Wednesday, January 13, 2021

7:00 p.m.

In Compliance with the State Stay-at-Home Order, this meeting was conducted virtually through Zoom teleconferencing software. Brian Sanders was the meeting Host.

Directors in Attendance: Scott Snyder, Brian Sanders, Steve Brinkman, Marty Butley

Directors Not in Attendance: Devon Martin

Department Personnel: Chief Cody Trevithick, Assistant Chief Russ Benzel, Fire Marshal Travis Homyak, Pension Board Chair Paul Bashor, and E/A to the Board Jennifer Cook

Meeting Attendees: Firefighters Caviness and Olalla; District Resident Aaron Miller

- I. FRIENDS OF HYGIENE MEETING AS NEEDED – Director Brinkman reported close to \$1,000 in donations so far. The next FoH Board meeting will take place on January 20th.
- II. PENSION BOARD AS NEEDED
 - a. Chief Trevithick’s term on the Pension Board was up but he was reelected to his position as Secretary at the last meeting. Paul Bashor’s term as Pension Board Chair is also ending. Director Snyder nominated Paul Bashor to continue serving as Board Chair. Director Brinkman seconded.
 - b. The annual pension payment to the FPPA was made in December. The application for matching funding from the state was accepted this week. We need to submit pension census numbers (detailing volunteer hour, credits/payments, etc.) by the end of January. Wildland Lieutenant Keith Parrinello is retiring at the end of the month and will start collecting pension benefits.
- III. CALL REGULAR MEETING TO ORDER – Regular meeting called to order at 7:08 PM
- IV. AUDIENCE COMMENTS FOR ITEMS NOT ON THE AGENDA - NONE
Questions/comments solicited via the Zoom teleconferencing tool.
- V. APPROVE MINUTES

- a. Regular Meeting, December 9, 2020 – A MOTION to approve the regular meeting minutes was made by Director Brinkman. Director Butley seconded and the motion was approved by unanimous vote.
- b. Special Meeting, December 19, 2020 – A MOTION to approve the special meeting minutes was made by Director Brinkman. Director Sanders seconded and the motion was approved by unanimous vote.

VI. REPORTS

a. Treasurer's Report

i. December Financials – The budget-to-actual report was reviewed.

1. Income from fire code inspections was lower than expected so Director Sanders is reviewing transactions for the year to make sure that nothing was missed. Fire Marshal Homyak noted that there should be four payments in 2020. He also suggested that we may want to consider using PayPal to collect payment for these services in the future to omit the possibility of checks getting lost in the mail or misplaced.
2. We received a check for ~\$1,500 from the City of Boulder. This is an ongoing, annual payment to cover the cost for Hygiene Fire to protect City property located within our District.
3. Fire Rescue Equipment expenses are higher than expected. Director Sanders is looking into it to see if this is accurate or whether some expenses were mis-allocated.
4. Legal fees are slightly high because we ran a bit over the \$1,000 reimbursement limit for exclusion costs. Director Sanders recommends reviewing the limit and associated agreements for 2021.
5. The final reimbursement checks should arrive soon. Chief Trevithick and Director Sanders reviewed the new wildland deployment spreadsheet that Director Sanders created to track the status of deployed members, apparatus/equipment, payroll, expenses and reimbursements.

- The net Wildland proceeds to the HFPD for 2020 deployments is expected to be over \$130,000.
6. The new Type 3 and accompanying equipment came in under budget.
 7. Because of the truck purchase, our cash on hand is down overall for the year but we still have an acceptable level in our accounts.

ii. Year-End Financials

1. Wildland income from October 2020 deployments will be significant, but reimbursement checks will not be received until early 2021; Director Sanders is still figuring out how to deal with that from an accounting standpoint.
2. The 2021 budget has been entered into Quickbook and it should make presenting the monthly budget-to-actual reports much easier.
3. Some small, unplanned expenses relating to the new Type 3 are still being worked out. The truck required some additional equipment and adjustments that were not apparent until the truck went on a few calls, such as replacing the air horn because it isn't loud enough. It should cost no more than a few thousand dollars, and the amount remaining in the 2020 budget should be more than enough to cover these costs.

b. Secretary's report

- i. Adopt Resolution designating posting location for 24-hour agenda – The SDA directs us to adopt this resolution but there is no mention of this requirement in communications from our attorney. If we move to online postings, we would not be required to post in physical locations. However, we would need to promote a backup posting location in the event that the internet is down. We can put up a notice at the post office or Mt. Fountain alerting people that all information can be found on the website.
 1. A MOTION to post the agenda online instead of physical locations and put out a few notices directing people to the website for meeting information was made by Director Sanders. Director Brinkman seconded and the motion was approved by unanimous vote.

- ii. Determine three posting locations plus County Clerk for 72-hour notice – N/A based on motion to move to online postings.
- iii. Transparency Notice due by January 15 – Director Brinkman spoke with DOLA and they only allow one representative from each fire district. Director Sanders is the representative they currently have on file, so he is the only one who can upload to the DOLA website. Director Brinkman and Director Sanders will meet tomorrow to sort out how the notices will be uploaded and who should be the designated representative to DOLA. They will submit budget documents to the appropriate agencies at the same time.

c. Chief's Report

- i. Run Data – FF Caviness had to leave on a call so could not make the run data presentation by PowerPoint.
 1. Fire Marshal Homyak was able to report that there were 301 calls in 2020. The categorical breakdown was: fire calls (32), medical/rescue (195), good intent (34), service calls (17) hazardous conditions (16), false alarm (5), and special incident (2). Tuesday is the most active day for calls, with 50 over the course of the year. The average for most other days was 40-45. Specific response times were not available but Chief Trevithick said they are excellent. He credited the shift program for being able to get members are out the door and on scene very quickly.
 - In December the average time to arrive on scene was 7 minutes.
- ii. Shift Coverage – Because of the call, this information was not presented.
- iii. COVID Funds, check in with Boulder County OEM – Assistant Chief Benzel is still working on this. We spent ~\$4,600 on PPE and other COVID-prevention measures. One good thing is that we now have extra PPE so it will be available if/when needed.
- iv. Other Issues & Opportunities
 1. Chief Trevithick reported that the set \$5k limit on Department credit cards has caused members problems on a few occasions and he would like to increase the limit to \$7,500. The lower limit was an

intermittent impediment when it was used on wildland calls, as well as reserving spaces for training classes.

- A MOTION to raise the credit card limit to \$7,500/card (excluding Chief Trevithick's) was made by Director Brinkman. Director Butley seconded and the motion was approved by unanimous vote.
 - Chief Trevithick will talk to the Officers to discuss the best way to allocate cards, and whether more people should be allowed to have them.
2. The members who were deployed in 2020 made a lot of money for the Department and Chief Trevithick would like to get jackets made to show them our appreciation. He is looking at Carhartt jackets and getting them emblazoned with some special identifier to recognize their efforts. Pension Board Chair Bashor will help with the details. The expense is already covered under Chief Trevithick's budget but the board expressed their support for the idea.
 3. The cab and chassis for the new brush truck is being made and should be delivered mid-February. In the meantime, the members will strip the old brush truck so that, when the new cab/chassis arrive, we will be able to quickly move the bed over. Once that is complete, Chief Trevithick plans to take it to Max Fire Apparatus to get an official confirmation that the new iteration of the brush truck is a complete vehicle and approved for service.

VII. OLD BUSINESS

- a. Post Office Lease – Director Martin was unexpectedly unable to attend, so updates will be presented at the February meeting.
- b. Change BOD meeting time? – At the December meeting there was discussion of pushing the regular board meeting back to the third Wednesday of the month to allow the additional time to prepare the monthly financials.
 - i. It was agreed that we should continue meeting on the second Wednesday of each month. The idea can always be revisited later in the year if needed.

VIII. NEW BUSINESS

a. Review staff performance, pay & benefits

- i. The Board employs the Fire Chief, as well as the Bookkeeper and Executive Assistant to the Board, so the Board only reviews the performance of three people. The Department Members work for the Chief, and he is responsible for performance reviews as appropriate.
- ii. Director Snyder proposed scheduling an executive session to discuss Chief Trevithick's performance over the last year. The Board will try to get FF feedback/reviews of Chief Trevithick beforehand. Director Butley suggested asking Chief Trevithick to prepare a self-evaluation, describing the goals he had for the year, did he meet them, plans for next year, strengths, weaknesses, etc. The Board would also like to know what compensation Chief Trevithick feels is sufficient.
 1. Director Butley will manage getting this information from Chief Trevithick, while Director Sanders will coordinate getting FF reviews. Once the Board decides what questions they would like the FFs to answer, Director Sanders will set up an online survey. This allows the FFs to remain anonymous if they choose, and may encourage them to be more candid in their answers. He will also try to incorporate a field that gives some idea of the length of time that the respondent has worked with Chief Trevithick, to give the responses some context. Director Sanders will put together a draft survey by Monday and send to the Board for review. He requests that Board Members send him questions to incorporate into the survey.
 2. A MOTION to go into executive session to review staff performance, pay & benefits was made by Director Brinkman. Director Butley seconded and the motion was approved by unanimous vote.

b. Discuss goals for 2021

Starter draft of items for consideration:

1. Develop plan to move firefighters toward market pay and benefits
2. Review fee schedule (Fire Code and any others that we might charge)

- Fire Marshal Homyak reported that he is waiting for 2021 code to come out. Once that happens, he will develop a fee schedule based on the new directives. This will allow both the 2021 code and the updated fee schedule to be adopted at the same time.
3. Develop plan for construction of replacement facilities except apparatus bays
 - Purchase green house
 - Sell Post Office
 4. Review apparatus replacement schedule, develop sustainable funding
 5. Consider opportunities for efficiency via intergovernmental agreements
 6. Newsletter for 2021 and/or year-end report for 2020
 7. Fundraising
 8. Strategic Plan

Additional items proposed at meeting:

9. Healthy Family and Work Leave Act (Need to get more information on recently passed CO law)
 10. CO Paid Family Medical Leave Act – If it applies to us, are we in Compliance? (Need to get more information on this as well)
 11. Turn Google Docs fully into something more calendar-based.
 - What docs to include, do they have a submission deadline, who submits/uploads them, who has access, etc.
 - Organize files by deadline?
 12. Plan for long-term accommodations for FFs
 13. Try to get all Departments/Districts in the area to adopt the same fire code
 14. Put together an annual report to post on the website
- ii. Director Snyder proposed holding a work session to discuss which items to prioritize in the coming year and beyond. Meeting tentatively set for Saturday, January 30th at noon. Time will be confirmed after consulting with Director Martin and Director Snyder will send out the official date/time.
- c. Fire Marshal Travis Homyak encouraged everyone to take a look at the website to see the changes that Director Sanders and he have been making.

- i. Chief Trevithick noted that Assistant Chief Benzel has a photo slideshow of Department activity in 2020 that he would like to see added to the website.

- d. Director Brinkman was contacted by an election rep from Louisville Fire who is working on getting Boulder County to allow smaller Fire Districts to piggyback their Board of Directors elections onto those of Boulder County. This could smooth the election process and possibly minimize expenses for the Districts. Director Brinkman did not make a commitment one way or another but agreed that Hygiene would like to be included in discussions on what this would look like and how it might move forward.

IX. AGENDA NEXT MONTH

- a. Work Session – Work session on January 30th to discuss goals for upcoming year. (See VIII, b, ii)

- b. Regular Meeting – No discussion

X. ADJOURNMENT – The meeting was adjourned at the close of the executive session.

Motion/Resolution Summary:

- MOTION to approve the regular meeting minutes from December 9th
- MOTION to approve the special meeting minutes from December 19th
- MOTION to post the agenda online instead of physical locations and put out notices directing people to the website for meeting information
- MOTION to raise the credit card limit to \$7,500/card
- MOTION to go into Executive Session
- MOTION to adjourn the meeting

ACTION ITEMS:

Chief Trevithick

- Talk to the Officers to discuss the best way to allocate cards, and whether more people should be allowed to have them

Assistant Chief Benzel – NONE

Department Officers – NONE

Pension Board Chair Bashor – NONE

All Board Members

- Send Director Sanders questions and suggestions for the FF survey

Director Snyder

- Send out the official date/time of work session to Board Members to discuss which items to prioritize in the coming year and beyond

Director Brinkman – NONE

Director Martin

- Get a self-evaluation from Chief Trevithick

Director Sanders

- Set up an online survey and coordinate getting FF input for Chief Trevithick's performance review

Executive Assistant to the Board

- Send the December minutes to Chief Trevithick and Brian Sanders to post on the Hygiene FD website