

**Hygiene Fire Protection District**  
**PO Box 83, Hygiene, CO 80533**  
**Board of Directors Regular Meeting Agenda**  
**Wednesday, February 11, 2015**  
**7:00 pm**

**Members in Attendance:** Director Steve Brinkman, Director Amy Aschenbrenner, Director Scott Snyder, Director Molly Baldrige

**Fire Chief:** Chad Bollacker

**Assistant Fire Chief:** Cody Trevithick

**Guests in Attendance:** Paul Bashor, Marlin Godfrey

- I. **PENSION BOARD**-Director Baldrige reviewed the Summary of Benefit Provisions. The Pension Board will review the Summary of Benefit Provision. Motion to approve the updated numbers on the Summary of Benefit Provisions made by Director Aschenbrenner, seconded by Paul Bashor and passed unanimously. There was a discrepancy with the funeral benefit. Director Brinkman will change the bylaws to read that the funeral benefit is \$600. Assistant Chief Trevithick will add an appendix and a copy of the current insurance policy to the bylaws.  
Director Baldrige reviewed the actuarial report with the pension board and updated the contact list. The Pension Board will review John Cook's eligibility to receive pension.
- II. **CALL MEETING TO ORDER**- Meeting was called to order by Director Brinkman at 7:57pm.
- III. **APPROVE THE REGULAR MEETING MINUTES** Motion to approve the January 14, 2015 regular meeting minutes, as amended, made by Director Aschenbrenner, seconded by Director Baldrige and passed unanimously.
- IV. **CORRESPONDENCE**- Chief Bollacker shared correspondence received from Shirley Hoffman.
- V. **OLD BUSINESS**
  - a. Firehouse Status- the doors are ready to be programmed with the new keypad codes. Chief Bollacker is currently waiting on two bids for two new ceiling electrical outlets.
  - b. Newsletter review and production schedule- the newsletter has been sent out.
  - c. Discuss Planning Consulting RFP- Director Snyder has completed the consulting RFP and it was reviewed by the Board. Director Snyder will make the necessary updates before the March regular meeting. The Consulting RFP is expected to be out by April 2015.
  - d. Post Office Lease Agreement Discussion- Director Aschenbrenner met with Don Rulle in regards to the Post Office lease agreement between the HFPD and Arnold Turner, and shared her research about the lease timeline.
  - e. Approve 2014 Financials- Motion to approve 2014 financials as amended, made by Director Snyder, seconded by Director Aschenbrenner and passed unanimously.
- V. **NEW BUSINESS**
  - a. Patricia Replacement- Director Aschenbrenner will create and post a job posting to contract someone to record the regular meeting minutes.
- VI. **OFFICERS' REPORTS** – none
- VII. **FIRE CHIEF'S REPORT**-
  - a. There were 20 total calls in January.
  - b. There were 33 total training hours in December.
  - c. 2830 is still out of service. Chief is still waiting for the low pressure oil pump from Ford.

- d. Recruiting is still on-going.
- e. Mutual Aid Agreement – Chief Bollacker provided a copy of a general mutual aid agreement to be used by the HFPD. Director Aschenbrenner made a motion to approve the Mutual Aid Agreement, seconded by Director Baldrige and passed unanimously.
- f. Director Aschenbrenner made a motion to authorize Chief Bollacker to sign all mutual aid agreements on behalf of the HFPD, seconded by Director Baldrige, passed unanimously.
- g. There will be three ice rescue trainings during the month of February
- h. The annual Pancake Supper will be held on February 28.
- i. HFPD has started hosting small kid birthday parties.
- j. There will be a wild land fire ignition class held in March.  
An EMR class will be held at the end of March
- k. Chief Bollacker is in the process of applying for a Safer grant which will provide additional funding for personnel
- l. Chief Bollacker applied for a grant through the State of Colorado for new structure gear and training. Should find out results of grant in March.

**IX. AUDIENCE BUSINESS - none**

**IX. Deep Dive** – The Directors shared their 2015 department goals and agreed on list of goals and their order of priority.

**X. ADJOURNMENT** – Director Snyder made a motion to adjourn, seconded by Director Aschenbrenner, passed unanimously. Meeting was adjourned at 9:14pm.

## **Director Tasks**

### Everyone-

- Review the proposed RFP that Scott sent out about the consulting work, send Scott comments/suggestions

### Steve-

- Change the funeral benefit to \$600 in the bylaws.
- Send a copy of the bylaws to Paul.
- Send Chad the transparency notice
- Get some verbiage together to add to the RFP for the final version

### Molly-

- Compile final 2015 goals list

### Amy-

- Write and post an ad for minute taker at Board meetings

### Scott

- Review and update the RFP- Add a bit about the last time there was a mill levy increase in Hygiene

### Chad

- Look into the website to see what our options are for keeping documents in one place that is easily accessible for all.
- Look into the Air force firefighter training

### Cody

- Add appendix and a copy of the insurance policy to the Bylaws- include revision date: February 2015
- Send Molly all of the History of Hygiene Fire that you can find!