

**Hygiene Fire Protection District**  
P.O. Box 83, Hygiene, CO 80533

**BOARD OF DIRECTORS REGULAR MEETING**  
**Wednesday, April 14, 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, and Devon Martin  
**Directors Not in Attendance:** NONE

**Department Personnel:** Chief Cody Trevithick, Assistant Chief Benzel, Fire Marshal Travis Homyak, and E/A to the Board Jennifer Cook

**Meeting Attendees:** Firefighters Caviness, and Olson

- I. FRIENDS OF HYGIENE MEETING AS NEEDED – Nothing to report
- II. PENSION BOARD AS NEEDED – Nothing to report
- III. CALL REGULAR MEETING TO ORDER – Regular meeting called to order at 7:04PM
- IV. AUDIENCE COMMENTS FOR ITEMS NOT ON THE AGENDA - NONE  
\*\*Questions/comments solicited via the Zoom teleconferencing tool.\*\*
- V. APPROVE MINUTES
  - a. Regular Meeting, March 10, 2021 – A MOTION to approve the regular meeting minutes was made by Director Sanders. Director Butley seconded and the motion was approved by unanimous vote.
- VI. REPORTS
  - a. Treasurer's Report
    - i. March Financials – The budget-to-actual report was reviewed. Nothing unusual or of concern.

1. The post office lease and rent payments are set up.
  - Realtor fees and other expenses associated with the PO lease will be charged against rent payments.
2. Director Sanders and Vicki are making twice-monthly review of bills and payments to simplify and minimize end of the month activity.

ii. Year-End Financials

1. Year-end financials will not be official until the full audit report is complete.
2. Wildland transactions from 2020 are closed for the year, but the corresponding accounting entries are still being entered. Director Sanders is close to finalizing the transactions for 2020 and is working on getting all necessary documentation to our CPA so they can start preparing our audit.
3. Wildland deployment revenue put us well over the audit limit for income, so we will have to file a full audit. Filing an audit is much more expensive than an Exemption from Audit, which we could do if we were below the \$750k limit. Starting in June however, we will start earning rental income, so we will likely stay above that threshold moving forward, even if there are no wildland deployments.
  - Director Snyder wondered if the SDA has considered pushing to increase the Exemption from Audit threshold. Director Sanders will look into it.

iii. Revenue/Expense Projections – Discussed under New Business (VII,c) in conjunction with Strategic Planning.

b. Secretary's report

- i. No report. Director Martin is still getting up to speed in her new role. She will make a report at the May meeting.

c. Chief's Report

- i. Grant Writer – Chief Trevithick sent the Board members information on a FEMA-focused grant writer who he would like to hire. This grant writer believes we are better positioned than other Departments to be approved for FEMA grants, particularly in regards to funding for SCBAs. The most recent grant window in which we could have applied just closed, so we won't know whether our application was approved or denied for over a year.
  1. We pay \$1,000 at the time the contract is signed but don't pay the remainder until the grant is actually submitted.
  2. A MOTION to pay the deposit and move forward with the grant contract was made by Director Brinkman. Director Butley seconded and the motion was approved by unanimous vote.
    - Director Snyder will sign the contract and leave it for Chief Trevithick to follow up on.
  3. Directors Brinkman and Butley asked about other grant writers to work on non-FEMA applications, and might secure grant money sooner than next year. Director Brinkman would like to use this year to really explore grant opportunities are like for us, if we have someone committed to writing them. We have someone doing a couple smaller, state grants, but Chief Trevithick doesn't know of anyone right now who could pursue large, grants.
    - Chief Trevithick suggested that maybe the Friends of Hygiene Committee could reach out some of the wealthier members of the District to fund some specific needs in the meantime.
- ii. Run Data
  1. March 2021: there were 37 calls, including 5 for Fire, 24 EMS, and 2 motor vehicle accidents (MVA). The average Dispatch-to-en-route times were ~1:59-minutes for HFPD, and ~1:57-minutes for AMR. Over 37 calls, the average en-route-to-arrival time for HFPD was 5:41-minutes. Over 12 calls, the average en-route-to-arrival times for AMR was ~16:08. Out of 13 calls in March, 6 were BLS and 7 ALS. The average number of responders on fire calls was 6. The average number of responders on EMS calls was 6. The average number of responders on MVA calls was 5.
    - Special Incidents:

- i. Five calls during the last blizzard:
    - 1. Canceled fire alarm
    - 2. Medical call
    - 3. Lift assist
    - 4. Public service/stranded motorists
    - 5. Structure fire in Lyons – HFPD responded and was on scene but got stuck behind a Lyons tender that couldn't get up the hill, so Lyons cancelled us.
      - a. FF Caviness commented that the investment into 2802 was very well worth it because, despite incredibly deep snow on both plowed and unplowed roads, it had zero trouble getting to the call in Lyons.
  - ii. Gas leak/hazmat call – A construction crew hit a natural gas line but responders were able to shut off the meter feeding the line. If that had not worked, we would have had to get Xcel Energy involved and evacuate the area.
    - 1. In response to a question from Director Butley, Chief Trevithick explained that Hygiene members have operations and awareness hazmat training, but if it was a significant incident, the Boulder County hazmat team would be called in.
- The EMS Department has instructed members to classify Lift Assists as medical calls. There were 13 lift assists in March, which is why the number of EMR incidents is high, yet with comparatively few ambulance requests.
- 2. Year-to-Date: there have been 89 total calls, including 10 for Fire, 53 EMS, 12 Motor Vehicle Accidents, 1 Rescue, and 3 “Other.” (Remaining calls were false alarm, cancelled en-route, etc.) For the year, the average number of responders on fire calls was 8. The average number of responders on EMS calls was 6. The average number of responders on MVA calls was 7. The average number of responders on all calls was 7.
  - 3. In order to get a better understanding of the distribution certain run data, Director Sanders would like to expand the report to include distribution information: what is the typical best case/worst case for response times;

average AMR vs HFPD response times, etc. On the next report, FF Caviness will make an extra slide that separates response time ranges into thirds: highest, lowest, and average.

- iii. Shift Coverage – Assistant Chief Benzel presented shift coverage numbers for March. Very good coverage last month, with zero missed shifts. There was an average of ~4 people on every shift, with a minimum of one person and maximum of seven.
  1. There were nine day shifts that were covered by only the Shift Lieutenant, and one or more volunteers. The Station was fully covered, just not by two paid members.
- iv. Type 6 Build – The box that we bought won't fit, so we are back to using the box from the old 2831, mounted onto the new truck. Shift crews disconnected everything off of the flatbed so the last step is to lift the box off and transfer it to the new Type 6. We had a quote of \$4,000 to mount the box onto the new truck but there's no point in paying out that much money when Chief Trevithick and Department members can manage the installation in house. The process will take a little longer but the truck will be ready for the main fire season.
  1. We were looking for a company that is authorized to perform a certified box mount but, so far, everyone was too busy or too expensive. We need proof of certification to get the title and plates but, since peak fire season is not far off, it makes more sense to have all resources available. We don't need plates or titles on the truck if it stays within the state of Colorado.
    - Whether the truck is certified/plated has no bearing on insurance coverage. We didn't have titles to various other apparatuses for many years before Chief Trevithick took over and made the effort to pursue them. The only information insurance companies need are the vehicle identification numbers.
  2. The equipment needs for District vs National fire response are different, and it is time-consuming to modify a Type 6 for a new purpose. If there are wildland deployments this year, we will keep 2831 local and send out 2832, as it is already outfitted for deployments.
- v. Donation to Big Elk – Randy Evans, from the Big Elk FPD, contacted Chief Trevithick and asked if we would be willing to donate (preferably) or sell them a set of our extrication equipment. Because of 2802, we have a set of battery-powered extrication equipment. In addition, we have two hydraulic sets from Holmatro and one from TNT, so we technically have four extrication tool sets.

Chief Trevithick noted that he likes having two main sets and one backup set, so we could feasibly spare the fourth. The Big Elk Department is a 501(c)3 organization, operating in a lower income District, so they don't get a lot of funding. They would likely get a lot of use out of the equipment because a lot of MVAs happen within their District.

1. A MOTION to donate the TNT set of extrication equipment to Big Elk – on the condition that all traffic laws and lights are obeyed by Big Elk Department members when they are within the HFPD – was made by Director Brinkman. Director Martin seconded and the motion was approved by unanimous vote.

#### vi. Other Issues & Opportunities

1. One of the Department members is leaving to move to Kentucky.
2. Chief Trevithick and Assistant Chief Benzel met with the new Lyons Fire Chief; he wants to work on getting an ambulance in Lyons, and would like the HFPD to be a part of it. Chief Trevithick is going to meet with him again to discuss it further, and sent copies of emails between the HFPD and various agencies that we have had in the past on this topic.
3. The compressor that was being auctioned off ended up selling for \$4,100. Our maximum bid was set at \$2,000, so we are back to relying on grant applications to fund completely new SCBAs and compressor.
4. The simulator was supposed to come to Hygiene last year, but it got postponed due to COVID. Assistant Chief Benzel expressed his appreciation that Director Sanders took the class and tried out the driving simulator while it was here. Director Sanders responded that he found it extremely beneficial and informative, both from a personal perspective, and that of a HFPD tax-payer.
  - There is no cost to the District for use of the simulator. Departments apply to the Division of Fire Prevention and Control for the chance to have the simulator on site and Hygiene was lucky enough to secure that training benefit for approximately a week.
5. Five HFPD members recently graduated from academy: four as Firefighter 1, and the fifth as Firefighter 2.

- Four more people will attend fire academy in September.

## VII. OLD BUSINESS

- a. District Map – No progress yet on getting a GIS-quality map of the District.
- b. Post Office Lease – Our lease term starts in June but March's rent payment was mistakenly deposited into our account instead of the current lease-holder. The PO emailed Director Martin about the mistake and requested that we either return it, or apply it towards their first month's rent. It was decided that it will be credited to the first month's rent, since the check has already been deposited.
- c. Strategic Plan/Goals – Director Brinkman and Director Sanders have put together some baseline financials. They've laid out a cost profile for the next ~10 years, but there are still questions about needs vs. financial means. There is more than can be covered during a Regular Board meeting, a Study Session is necessary.
  - i. Director Brinkman questioned the value (costs vs. benefits) of merging with another Department, and how that might impact strategic plan considerations. Director Snyder responded that the biggest value would come from an administrative and legal standpoint because larger Departments employ people to manage solely these issues.
  - ii. Director Butley suggested that a volunteer department may not be sustainable in the long run, and that we might want to incorporate steps that would set us up to have the option to merge, even if we don't ultimately act on it. Our mill levy would have to be much higher than it is now in order to fund long-term plans and match the mill levies of similarly-sized Departments. Assuming a mill levy increase can be secured, it would likely be implemented over a set number of years, so it would be a while before we are even in a position to strategically contemplate the pros and cons of a merger.
    - As things are now, HFPD revenue streams are limited mainly to property tax revenue from a District that has shrunk over recent years (due to annexation) more than it has grown. Consequently, Department capabilities could conceivably plateau – or decline – proportional to finite funding resources in the long run. A merger could be an opportunity to expand the District, and correspondingly, property tax revenue.

- d. Newsletter Goals Over the Next Month – Director Martin is working with Director Sanders on the newsletter and she reported that they hope to send out a draft version to the Board for review. She also encouraged members to reach out with any suggestions and/or ideas.

## VIII. NEW BUSINESS

- a. Department Picnic – Now that a majority of the Department have been vaccinated, Director Brinkman proposed planning some kind of event for the FD members and associates, maybe in late Spring/early Summer. Director Martin volunteered to oversee the planning and preparation, and will work with Chief Trevithick to figure out possible dates.
  - i. Director Snyder asked whether the pancake supper is going to be held this year. Chief Trevithick reported that it will be discussed but, more than likely, it will be put off until next year due to COVID concerns. Until conditions stabilize, we don't want to have a community event that could put the public at risk.
- b. Annexation of Reservoir – Chief Trevithick attended the City Council meeting in Longmont to document the Hygiene Fire Department's opposition to Longmont's annexation of Lake McIntosh and the surrounding city-owned properties. Including the lake, the total area under consideration is ~360 acres. Once annexed, HFPD will no longer receive calls to respond to emergencies at McIntosh Lake.
  - i. Longmont is a full-time paid Department, yet Hygiene is able to get a jet ski into the lake faster than the LFPD can. The HFPD jet ski is also located closer to the lake, and our people are trained on how to get the jet ski into the water rapidly. Because Longmont is not similarly equipped or trained, annexing this territory may have significant consequences for visitors to the lake. Fire Marshal Homyak did a call response-to-arrival analysis and found that the average time for HFPD was 5-minutes, which means that Hygiene can be on scene in a shorter period of time than responders coming from the closest station is Longmont. Once annexed, Longmont will also lose County response, such as Boulder Emergency Services.
    - 1. The Council members listened to what Chief Trevithick had to say, but nevertheless directed their staff to prepare annexation documents.
    - 2. Post-annexation, Chief Trevithick plans to meet with the Chief of the LFPD to work out an Auto Aid agreement.

- ii. Property tax revenue isn't an influencing factor (for either Department) because all buildings in this area are city-owned, and therefore tax exempt. However, once the area is annexed, Longmont plans to start charging a fee for entry to the lake. This will likely cut down on visitors to the lake, but it will increase revenue to the city.

**IX. AGENDA NEXT MONTH**

- a. Work Session? Revenue/Expense Projections? Strategic Plan/Goals? – A work session is scheduled for 12:30PM on Saturday, April 24<sup>th</sup> at the Station.
- b. Regular Meeting – No discussion

**X. ADJOURNMENT** – A MOTION to adjourn the meeting was made by Director Sanders. Director Martin seconded and the meeting was adjourned at 8:28 PM.

**Motion/Resolution Summary:**

- MOTION to approve the regular meeting minutes from March 10<sup>th</sup>
- MOTION pay the deposit to the grant writer and move forward with the contract
- MOTION (with conditions) to donate the TNT set of extrication equipment to Big Elk
- MOTION to adjourn the meeting

**ACTION ITEMS:**

**Chief Trevithick**

- Move forward with the grant writer once Director Snyder provides the signed contract

**Assistant Chief Benzel – NONE**

**FF Caviness**

- Make an extra slide in the Run Data report that separates response time ranges into thirds: highest, lowest, and average

**Fire Marshal Homyak – NONE**

**Department Officers – NONE**

**All Board Members**

- Send Directors Sanders and Martin ideas and/or suggestions for the newsletter

**Director Snyder**

- Sign the grant contract and leave it for Chief Trevithick to follow up on

**Director Brinkman – NONE**

**Director Martin – NONE**

**Director Sanders**

- Find out if the SDA has considered pushing to increase the Exemption from Audit threshold

**Director Butley – NONE**

**Executive Assistant to the Board**

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