

**Hygiene Fire Protection District**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**Fire Station, 7523 Hygiene Road**  
**December 13th, 2023 at 7:00 p.m.**

*This meeting was conducted both in person and virtually, via Zoom teleconferencing software.  
Director Sanders was the meeting Host.*

**Directors in Attendance:** Chair Rich Hanke, Rick Hill, Devon Martin, Brain Sanders and Kevin Wright

**Directors Not in Attendance:** None

**Department Personnel:** Fire Chief Cody Trevithick, Interim Battalion Chief Alex Frank

**Meeting Attendees:** Pension Board Chair Paul Bashor, Firefighters Scott Olson, Corey Bruce, Sylas Kalyan, Nathan Brons, Sara Fillmer, Isaac Christensen, Daniel Kravets

- I. PENSION BOARD - Everything is submitted and the increase will begin January 1, 2024. The state contribution is the same as before.
  
- II. CALL REGULAR MEETING OF HFPD TO ORDER – Regular meeting called to order at 7:13PM
  
- III. AUDIENCE COMMENTS FOR ITEMS NOT ON THE AGENDA
  - a. Paul Bashor reported that the Christmas Party went well. More people attended than ever before.
  
- IV. APPROVE MINUTES
  - a. Special Meeting November 30, 2023- a MOTION to approve the October 23rd Special Meeting Minutes was made by Chair Hanke, Director Martin seconded and the motion was approved by unanimous vote.
  
- V. REPORTS -
  - a. Treasurer’s Report

- i. Director Sanders reviewed November financials as well as the end of 2023 allocations.
  - ii. The 2024 Budget was discussed. It will be voted on after the new year.
- b. Secretary's Report -
  - i. An updated HFPD boundary map is due January 1st.
  - ii. The annual Transparency Notice is due January 15th.
- c. Friends of Hygiene - None
- d. Chief's Report
  - i. Call Activity of Note - There were 25 calls since the last meeting - 2 gas leaks, 1 MVA, 16 EMS, 3 canceled on route, and 2 Assists.
  - ii. Shift Coverage - Coverage was very good this month.
  - iii. Other Issues & Opportunities
    - 1. Wildland packs came in. Three radios should come in soon.
    - 2. Chief will meet with the lawyers regarding the Benzel case.
    - 3. A Lyons Fire Captain passed away. The Association would like to make a gift.
    - 4. Chief discussed changing the payroll schedule.

## VI. OLD BUSINESS

- a. Facebook Administrators - Chief is to make Director Sanders administrator. They will meet on December 20th to do it.
- b. Concept of Operations
  - i. Chair Hanke made a MOTION to ratify the Fire Chief Job Description as is and as published, Director Sanders seconded the motion and the motion was approved by unanimous vote.
- c. Long Term District Planning - deferred to January 2024
- d. Pension Benefits for Members Working 1600+ Hours - John Chmil
- e. Architectural Proposal - Hanke recommended on running a feasibility study to see what our issues are with the current property before moving forward

## VII. NEW BUSINESS

- a. Secretary Roles and Responsibilities - Chair Hanke proposed to continue with Secretary Angela Frank in her role as Board Secretary while she is unable to attend live meetings, until the Board deems it necessary to hire another for the position. Directors agreed unanimously.

## VIII. AGENDA NEXT MONTH

- a. Regular Meeting is set for January 10th, 2024.
  - i. Year End Grant Review
  - ii. Public Hearing and 2024 Budget Review
  - iii. Formally publish bylaws and schedule
  - iv. Hear from Attorney Chmil regarding firefighter shift hour thresholds

v. Year End District Survey

IX. ADJOURNMENT

- a. A MOTION to move to the end of the meeting was made at 8:57 pm by Director Sanders, Chair Hanke seconded and the motion was approved by unanimous vote.

**MOTION/RESOLUTION SUMMARY:**

- A MOTION to approve the November 30th Special Meeting Minutes
- A MOTION to ratify the Fire Chief Job Description

**ACTION ITEMS:**

**Chief Trevithick** - Make Director Sanders a HFD Facebook Administrator. Discuss with Director Sanders about changing the pay period.

**Interim Battalion Chief Frank** - None

**Pension Board Chair Bashor** - None

**Chair Hanke** – Make notes to the year in district survey.

**Director Hill** - Read HFPD Bylaws. Explore the feasibility of the septic system in the current HFD Building

**Director Martin** - Read HFPD Bylaws. Communicate with Attorney Chmil regarding FFs max working hours. Connect Director Hill with the current Architect.

**Director Sanders** – Read HFPD Bylaws. Post a notice for January 2024 Public Budget hearing. Meet with the Chief to become Facebook Administrator. Discuss with the Chief about changing the current pay period. Send out the end of year survey to the Board for comments.

**Director Wright** - Read HFPD Bylaws.

**Wildland Coordinator Brons** - None

**Secretary of the Board Frank** - Submit District Boundary Map before January 1, 2024.