

**Hygiene Fire Protection District**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**Fire Station, 7523 Hygiene Road**  
**November 13th, 2024 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:** Rich Hanke, Rick Hill, and Tony Lewis

**Directors Not in Attendance:** Kevin Wright

**Department Personnel:** Chief Alex Frank, District Administrator Rachel Arellano

**Meeting Attendees:** Assistant to the Treasurer Brian Sanders, Firefighter Tyler Wurzer, Fire Marshal Travis Homyak, Firefighter Trevor Harris, Kim Cattau, Battalion Chief Charlie Koyle, John Chmil

- I. PENSION BOARD - None
- II. CALL REGULAR MEETING OF HFPD BOARD TO ORDER - Regular meeting called to order at 7:09 p.m.
- III. AUDIENCE COMMENTS FOR ITEMS NOT ON AGENDA - None
- IV. APPROVE MINUTES
  - a. Regular Meeting Minutes, October 9, 2024
    - i. Chair Hanke requests clarification on Director Lewis's oath and swearing in. Director Hill to follow-up with the appropriate actions to file the oath.
    - ii. Chair Hanke made a MOTION to approve the October 9, 2024 Regular Meeting Minutes. Director Hill seconded, and the motion was approved by unanimous vote.
- V. DISCUSS AND VOTE ON:
  - a. Filling the open Treasurer position

- i. Chair Hanke made a MOTION to elect Tony Lewis as the Board Treasurer. Director Hill seconded, and the motion was approved by unanimous vote.
  - b. Filling the open Fire Chief position currently held by Alex Frank as Interim Fire Chief
    - i. Chair Hanke made a MOTION for Alex Frank to fill the open Fire Chief position with a salary of \$80,000 plus \$250 on the command car. Director Lewis seconded, and the motion was approved by unanimous vote.
  - c. Policy authorizing Fire Chief to make purchases
    - i. Discussion was held. Director Lewis and Rachel Arellano will work together to create the policy for authorization of purchases by the chief of up to \$5,000.
  - d. Adopting the Colorado State Archives Special District Records Management Schedule/Manual
    - i. Chair Hanke made a MOTION to adopt the Colorado State Archives Special District Records Management Schedule/Manual. Director Lewis seconded, and the motion was approved by unanimous vote.
- VI. Discuss and agree on a method to expense funds in a timely manner to support the new fire living quarters
  - a. Chair Hanke recommends granting a party of three - the Fire Chief, Board Chair, and the Board Treasurer - authorization to unanimously agree to spend any of the money as it relates specifically to the building project with a limit of \$50,000. Any financial decisions and expenses will be disclosed and reviewed at the following board meeting. A discussion was held and Chair Hanke's recommendation was agreed upon.
- VII. Discuss and vote on hiring Owner's Representative for the building project
  - a. A discussion regarding options for hiring an Owner's Representatives was held.

- b. Chair Hanke made a MOTION to award the Owner's Representative contract to Bob Young. Director Lewis seconded, and the motion was approved by unanimous vote.

VIII. REVIEW WITH KIM CATTAU - SLOPE ARCHITECTURE

- a. Kim Cattau presents goals, site parameters, building requirements, county review requirements, design review process/timeline, and next steps.

IX. Update from Tony regarding financing for new building

- a. Discussion held regarding revenue stream options for the new station.

X. REPORTS

a. President's Report

- i. Keri Casanova has resigned from the Board of Directors. There is now an open position on the board.
- ii. Discussion was held regarding the letter received from the Green House owner and the response authored by Chair Hanke.
  - a) Chair Hanke made a MOTION to approve the response and send certified mail. Director Lewis seconded, and the motion was approved by unanimous vote.

b. Treasurer's Report

- i. A discussion was held regarding streamlining duties and getting a clear division of what duties are assigned to who. Director Lewis is reviewing job descriptions and will work to create a plan for assignment of duties.
- ii. Discussed accounts and how much money should be in each account. It is confirmed that the Treasurer has authorization to move money between accounts as he sees fit.

- iii. Director Lewis inquires if there is a need for a separate budget for the upcoming building project. Attorney John Chmil advises how to reflect the building project in the budget.
  - iv. Director Lewis and Assistant to the Treasurer Sanders ask Attorney John Chmil clarifying questions on budget and when to do budget amendments and resolutions.
  - v. Assistant to the Treasurer Sanders asks Attorney John Chmil about bookkeeping expenses for equipment and grants and if there is a cleaner way to account for grants and budget items. John confirms the way it is being done is appropriate.
- c. Secretary's Report - None
- d. Friends of Hygiene - No representative present
- i. A discussion was held regarding the need to get Friends of Hygiene involved, especially as we start fundraising for the new building project. Assistant to the Treasurer Sanders will reach out to a representative and invite them to the next meeting.
- e. Chief's Report
- i. Call activity of note - There were 25 emergency responses: 14 medical, 1 wildland, 7 MVA, 2 service/good intent , 1 gas leak. Two heavy medical calls were run very well by the crew.
  - ii. Shift Coverage - LT and FF positions were fully covered; stipend volunteer FF position was 56%; 2860 was 65% covered.
  - iii. Other Issues & Opportunities
    - a) Projects - feasibility study is almost complete.
    - b) ISO Rating - for insurance purposes. Currently 5/10 which is typical. Chief Frank will follow-up to get a current ISO rating.

- c) EMS coverage with Lyons - Chief Stumpf is open to it. Chief Frank reviewed the next steps, including speaking to the Board for Lyons.
  - d) Boulder County RV - no news. The County is aware.
  - e) Switching to ESO - in the process of going through training. This should make next year's reporting easier.
- iv. Action items
- a) DOLA Grant - Bissy is working on it.
  - b) Quotes for building options
  - c) EMS coverage - work on IGA is the next step.
- v. Misc
- a) 2801 is still listed for sale. The price has been lowered to \$59,000. Big Elk has shown interest.
- vi. Training: Fire Training: 11/4; Forced Entry Training: 11/9 (Moved for the hiring process); EMS Training: 11/19; Wildland Training: 11/21
- vii. Certs/Class - 2 Fire I and HazMat Operations and Awareness; Fire Academy graduation is 11/14

## XI. OLD BUSINESS

- a. Status of discussions with Boulder County regarding temporary housing - Nothing to add from previous conversation during the Chief's report.
- b. Update regarding cyber insurance and the level of liability insurance for the Board of Directors
  - i. Chief Frank to follow up with Ron Tribbett on any insurance policy questions.

XII. Travis Homyak announces he is taking a leave of absence. A discussion is held regarding the possibility of one shared Fire Marshal between Hygiene, Lefthand, and Lyons.

XIII. AGENDA NEXT MONTH

a. Regular Meeting: December 9, 2024

XIV. ADJOURNMENT

a. Chair Hanke made a MOTION to adjourn the meeting at 9:14 p.m.. Director Hill seconded, and the motion was approved by unanimous vote.

**MOTION/RESOLUTION SUMMARY:**

- i. a MOTION to approve the October 9th Regular Meeting Minutes
- ii. a MOTION to elect Tony Lewis as Board Treasurer
- iii. a MOTION for Alex Frank to fill the position of Fire Chief
- iv. a MOTION to adopt the Colorado State Archives Special District Records Management Schedule/Manual
- v. a MOTION to award Owner’s Representative contract to Bob Young
- vi. a MOTION to approve Chair Hanke’s response to the Green House owner

**ACTION ITEMS:**

**Chief Frank** - ISO rating; continuing efforts re: EMS coverage with Lyons; clarification of level of liability insurance for board and cyber insurance

**Pension Board Chair Bashor** - None

**Chair Hanke** – None

**Director Hill** - File Director Lewis's oath with SDA and John Chmil; see 2025 Budget Punch List tasks

**Director Wright** - None

**Director Lewis** - Work with Rachel to create policy for chief purchases; review and define assignments of duties; see 2025 Budget Punch List tasks

**District Administrator Arellano** - Work with Tony to create policy for chief purchases

**Assistant to the Board Sanders** – Invite Friends of Hygiene representative(s) to the next meeting