

Berthoud Fire Protection District Board of Directors Meeting Minutes

Date: Tuesday, January 10, 2023
Location: 248 Welch Ave., Berthoud, CO 80513
Time: 6:00 p.m.
Meeting Organizer: Jill Wilson (970) 532 – 2264

Agenda Items

Call to Order / Roll Call

Board President, Dan Hershman, called the meeting to order at 6:01 p.m. Directors present were Vice-President Mike Cook, Director Eric Ryplewski and Director Dave Shipley. Secretary Gary Maggi was absent.

Others in Attendance: Fire Chief Steve Charles, Battalion Chiefs, Andrew Kuiken and Lyle Fenderson, Ben Archer-Clowes, James Vincent Group, and Jill Wilson, Chief of Staff.

Pledge of Allegiance

Review of the Agenda

Chief Charles noted one addition to the agenda regarding CPS HR. Motion by Vice-President Cook to accept the agenda as presented with one addition, seconded by Director Shipley. The motion carried unanimously.

Public Comment

None.

Consent Calendar

Approval of the December 13, 2022 Meeting Minutes.
Motion by Director Shipley to approve the December 13, 2022 meeting minutes, seconded by Director Ryplewski. The motion carried unanimously.

Personnel

None

Board of Director Actions

Review / Approve IGA W/Ursa Major

Review / Approve IGA W/Town of Berthoud

Review / Approve D S Constructors Contract / Remodel Station 1

Review / Approve 2022 Supplementary Budget

Review / Approve Audit Services Proposal

James Vincent Group, Finance Consultants

Financial Report

Mr. Archer-Clowes provided an overview of the December financials. He also provided an update on year-to-date financials.

Motion by Vice-President Cook to approve the December financials, seconded by Director Ryplewski. The motion carried unanimously.

Approval of Supplementary Budget for 2022

Mr. Archer-Clowes explained that based on the year-to-date financial report provided to the Board, the District is projected to be over budget for fiscal year 2022. As a result, he was requesting Resolution 2023-0110 Supplementary General Fund and Capital Fund Budget be approved.

Motion by Director Ryplewski to approve Resolution 2023-0110 Supplementary General Fund and Capital Fund Budget, seconded by Vice-President Cook. The motion carried unanimously.

Proposal for Audit Services

Mr. Archer-Clowes stated that a request for proposal for audit services was sent to three audit firms. One proposal was received from Haynie and Company. Haynie and Company currently provided audit services for Wellington, Front Range, Windsor and many other departments within the State. Mr. Archer-Clowes was recommending the District move forward by awarding the proposal/contract to Haynie and Company. He noted that within the proposal the firm was proposing the 2022 audit begin in June with completion in July. The firm did state they would try to get the District on their schedule earlier. He noted that two other firms from Arizona did ask for an extension to submit proposals and with the Board's direction the RFP could be reopend. President Hershman stated that he felt comfortable moving forward with Haynie and Company knowing the James Vincent Group had previous experience working with the company.

Motion by Vice-President Cook to accept the proposal from Haynie and Company for the first year with consideration to renew for another year, seconded by Director Shipley. The motion carried unanimously.

Command Staff Communications

Jill Wilson, Chief of Staff

Designate Official Posting Place of Board Agenda - The District website shall be the official posting place of meeting agendas with the District Administrative Offices as a secondary location in exigent circumstances.

Motion by Director Shipley to designate the District website as the official posting place of meeting agendas with the District Administrative Offices as a secondary location in exigent circumstances, seconded by Director Ryplewski. The motion carried unanimously.

Proposed Change to February Board Meeting Time

Ms. Wilson proposed to move the February 14, 2023 meeting from 6:00pm to 1:00pm.

Motion by Vice-President Cook to move the February 14, 2023 meeting from 6:00pm to 1:00pm with appropriate notices, seconded by Director Shipley. The motion carried unanimously.

Stephen Charles, Fire Chief

Town of Berthoud IGA

Chief Charles stated that he would be meeting with Town Administrator to present the IGA regarding the left turn lane for the property on Highway 287 and Berthoud Parkway. It would need approval from the Town Trustees; however, he first needed approval from the Board.

Motion by Director Ryplewski to approve the Fire Chief to engage in an IGA with the Town of Berthoud on the proposed Station 4 property near the intersection Berthoud Parkway and Highway 287, seconded by Vice-President Cook. The motion carried unanimously.

Ursa Major IGA

Chief Charles noted that the IGA was already approved, it just needed signature from the Board.

Loveland Fire Rescue Authority IGA

- **Battalion Chief On-Call / LFRA & BFPD Systems**

Chief Charles stated that the District entered into an IGA with LFRA for on-call system services with Battalion Chief's from both departments.

D S Constructors Contract / Remodel Station 1

Chief Charles stated that a contract was being present to the Board for the remodel of Station 1. The contract would be between the District and DS Constructors.

Melinda Denny with DS Constructors went over the contract and proposed remodel plans. The hope was for construction to begin late spring or early summer.

Motion by Vice-President Cook to approve the contract with DS Constructors for the remodel of Station 1, seconded by Director Shipley. The motion carried unanimously.

Community Risk Assessment / Standard of Cover

- **Present ESCI's Recommendations at Next Board of Directors Meeting**

Chief Charles noted that staff would be meeting with ESCI on January 25th to provide recommendations on Standards of Cover.

Officers Attending the National Fire Academy

- **Fire Service Financial Management (BC Kuiken - Tentative)**
- **Training Program Management (Lt. Ireland)**

Delivery of 2022 HME Type 3 / January 2023

Chief Romero stated that the new Type 3 was scheduled to be delivered this month. The exact date was unknown.

CPS HR Proposal for Operations Chief for Recruitment and Selection Services

Chief Charles noted that he had met with CPS HR regarding the Operation Chief position recruitment process. The District was seeking approval to enter into an agreement with CPS HR for their services.

Motion by Vice-President Cook to approve the agreement between the District and CPS HR for the Operations Chief Recruitment and Selection Services, seconded by Director Ryplewski. The motion carried unanimously.

Communication from Board of Directors / Open Discussion

None

Adjournment

Board President, Dan Hershman, called for a motion to adjourn at 7:13 pm. Motion by Vice-President Cook, seconded by Director Shipley. The motion carried unanimously.

Signature Page

X 

Dan Hershman
President

X 

Michael Cook
Vice President

X 

Dave Shipley
Director

X 

Eric Ryplewski
Director