

# BERTHOUD FIRE PROTECTION DISTRICT

## BOARD OF DIRECTORS MEETING MINUTES



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Date: Tuesday, November 14, 2023  
Time: 6:30 p.m. or immediately following Pension Board Meeting  
Location: Station 1, 248 Welch Avenue, Berthoud, CO 80513

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## AGENDA ITEMS

### I. CALL TO ORDER

Board President, Dan Hershman, called the meeting to order at 6:10 p.m. Directors present were Vice-President Mike Cook, Secretary Gary Maggi, and Directors Eric Ryplewski and Dave Shipley.

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

### II. PLEDGE OF ALLEGIANCE

### III. REVIEW OF AGENDA

Chief Charles noted three additions to the agenda.

Motion by Secretary Maggi to accept the agenda with additions, seconded by Director Ryplewski. The motion carried unanimously.

### IV. PUBLIC COMMENT

None.

### V. CONSENT CALENDAR

Approval of the October 12, 2023 Meeting Minutes.

Motion by Vice-President Cook to approve the October 12, 2023 meeting minutes, seconded by Director Shipley. The motion carried unanimously.

## **VI. FINANCIAL REPORT**

Mr. Archer-Clowes provided an overview of October financial report.

Motion by Director Shipley to approve the October financial report, seconded by Secretary Maggi. The motion carried unanimously.

## **VII. 2024 BUDGET UPDATE**

Mr. Archer-Clowes mentioned that Proposition HH did not pass; however, a special session had been called by the legislature. As a result, the District would be waiting to see what occurred.

He provided an overview of the 2024 draft budget discussing the District's revenue and expenses projected for 2024 in addition to information on the capital and impact fee budget.

## **VIII. COMMAND STAFF REPORTS**

### **JILL WILSON, CHIEF OF STAFF**

#### **Item 1: Retirement of Account Technician and Administrative Assistant**

Ms. Wilson mentioned that Karen Rogers, Account Technician, and Vicki Felton, Administrative Assistant, would be retiring at the end of 2023 after 20+ years of service.

#### **Item 2: James Vincent Group contract for 2024.**

Ms. Wilson expressed the District's desire to renew the contract with the James Vincent Group for financial services. In addition, James Vincent Group had agreed to assist with duties created by the upcoming vacancy in the Account Technician position.

Motion by Secretary Maggi to approve the James Vincent Group contract, seconded by Vice-President Cook. The motion carried unanimously.

#### **Item 3: Fire Marshal Services contract for 2024.**

Ms. Wilson expressed the District's desire to renew the contract with Fire Marshal Services. She stated that the District is currently not in the position to hire a full-time Fire Marshal.

Motion by Director Shipley to approve the Fire Marshal Services contract, seconded by Director Ryplewski. The motion carried unanimously.

### **STEPHEN CHARLES, FIRE CHIEF**

#### **Item 1: City of Loveland IGA for 2024 "Dispatch Services."**

Chief Charles stated that the District would be renewing the Loveland Communications Dispatch Services contract for 2024 for \$25,000. He noted that the cost would increase in 2025 and be based on call volume two years in arrears.

Motion by Vice-President Cook to approve the City of Loveland IGA for Dispatch Services for the year 2024, seconded by Secretary Maggi. The motion carried unanimously.

**Item 2:** ISO Survey 1<sup>st</sup> quarter of 2024 / water supply operations from long hose lay to water tender shuttle operations.

**Item 3:** Sale of a Class A Engine (May, 2024 upon receipt of new Class A), sale of Engine 6111 upon acceptance by ISO of alternative water being delivered by water tenders, and sale Ladder 61 based upon age, repair / maintenance cost and ISO Standards (not required).

Chief Charles began discussion on both Items 1 & 2. He noted that with current staffing levels a challenge was created for the District. Additionally, apparatus expenses were increasing. As a result, the District had been examining ways to help this, which included moving to a water tender shuttle and possibly selling some apparatus. He noted that the change to a tender water shuttle would not change the District's ISO PPC, and we would not need to purchase any new equipment.

Vice-President Cook asked if the District needed to keep the ladder truck due to the construction or new development in the area.

President Hershman thought the District should have a ladder to service those three story buildings even if the District had to spend a minimal amount of money per year on maintenance. Chief Charles stated that the District had established automatic aid with LFRA to respond with a ladder to specific incidents.

Director Ryplewski asked if the District could sell the ladder and replace it with one that was not a brand new model.

Director Shipley said the District needed to make sure it provided the public with all the equipment needed, and he felt it was a risk to get rid of the ladder truck.

President Hershman asked for some alternative options for the ladder truck such as what would it cost to replumb it, to buy a used one, etc.

Vice-President Cook asked if the District was moving forward with constructing a building east by the Interstate as presented at the beginning of the year.

Chief Charles stated that the amount of dirt work required increased the cost. He also mentioned that ISO regulations had changed, which would now require it to be a volunteer station.

**Item 4:** Purchase of property on Berthoud Parkway and Highway 287

Chief Charles noted that there were some utility easement issues to work out, which had been completed. A contract was ready to be reviewed and would be presented to the Board at the December board meeting.

**Item 5:** Station 61 Façade Remodel

Chief Charles stated that a proposal to redo the façade of the north portion of the building was received. The projected cost was over \$600,000; however, it was felt that the cost could be reduce.

Secretary Maggi thought it was a good idea to update the facade.

Director Ryplewski remarked that the proposed update would make the building look nice but also make it look like a professional organization.

President Hershman agreed to move forward with looking into a revised budget but agreed that the outside of the building could use a remodel.

## **IX. BOARD OF DIRECTOR ACTIONS**

Item 1: Approve Fire Marshal Services contract for 2024.

Motion by Secretary Maggi to approve the James Vincent Group contract, seconded by Vice-President Cook. The motion carried unanimously.

Item 2: Approve James Vincent Group contract for 2024.

Motion by Director Shipley to approve the Fire Marshal Services contract, seconded by Director Ryplewski. The motion carried unanimously.

Item 3: Approve City of Loveland IGA for Dispatch Services.

Motion by Vice-President Cook to approve the City of Loveland IGA for Dispatch Services for the year 2024, seconded by Secretary Maggi. The motion carried unanimously.

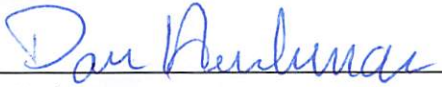
## **X. BOARD OF DIRECTOR COMMUNICATION/OPEN DISCUSSION**

Vice-President Cook noted that Habitat for Humanity would be acquiring AEDs, which could be added to the Pulsepoint locations as needed.

## **XI. ADJOURNMENT**


Board President, Dan Hershman, made a motion to adjourn at 7:24 pm. Motion by Director Shipley, seconded by Vice-President Cook. The motion carried unanimously.

Signature Page

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Dan Hershman  
President

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Mike Cook  
Vice-President

X   
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Gary Maggi  
Secretary

X   
\_\_\_\_\_  
Eric Ryplewski  
Director

X   
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Dave Shipley  
Director