

Berthoud Fire Protection District Board of Directors Meeting Minutes

Date: Tuesday, October 12, 2021

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 President Dan Hershman, Vice-President Michael Cook, and Secretary Gary Maggi. Director Dave Shipley arrived at 6:07 p.m., and Director Eric Ryplewski arrived at 6:14 p.m..

Others in Attendance: Fire Chief Steve Charles, Operations Chief Robert Stumpf, Battalion Chief Andrew Kuiken, Battalion Chief Lyle Fenderson, Chief of Staff Jill Wilson and Financial Consultant Ben Archer-Clowes.

Pledge of Allegiance

Review of the Agenda

Chief Charles noted several additions.

Motion by Vice-President Mike Cook to accept the agenda as presented with additions, seconded by Secretary Gary Maggi.

Public Comment

None

Consent Calendar

Approval of the September Financials

Approval of the September 21, 2021, Meeting Minutes

Motion by Vice-President Mike Cook to approve the consent calendar, seconded by Secretary Gary Maggi.

Personnel

None

Board of Director Actions

Approve/Deny Approval Resolution Supporting Library Mill Levy Increase

Sign Amended Bylaws

James Vincent Group, Finance Consultants

Question / Answer Regarding September Financials

Mr. Archer-Clowes discussed changes/updates to the financial report that the James Vincent Group would be working on, which would be possible with the change to the District utilizing QuickBooks. The change would be completed by the first of the year.

Presentation of the Preliminary 2022 General Fund and Capital Fund Budgets / Presentation of 2022 through 2026 Revenue / Expenditure Projections

Mr. Archer Clowes explained that the District saw a 7.7% decrease in assessed value which equated to approximately \$500,000. He also mentioned that the proposed budget incorporated a 4.5% cost of living adjustment and had a \$120,000 surplus. While preparing the draft budget, operational requests were received and historical data was evaluated. He showed the 5-year projections along with year over year assessed value growth. Moving forward, the District would need to discuss the fluctuation in assessed values and oil and gas revenues in addition to determining what to do with the projections. Discussion ensued regarding this and on the District's reserve fund balance.

Mr. Archer Clowes also went over the capital fund budget, which was projected next year to be \$1.4 million; however, the District was still waiting on information regarding the possible remodel of station 1.

He noted that the final budget would be presented to the Board in December.

Command Staff Communications

Jill Wilson, Chief of Staff

Amended Bylaws to be Signed by the Board of Directors

Ms. Wilson stated that at the last board meeting the Board approved changing the meeting dates to the 2nd Tuesday of the month for 2022. As a result, the bylaws were amended to reflect that change.

Director Eric Ryplewski proposed that a date not be stated in the bylaws. President Dan Hershman agreed. Ms. Wilson stated that she would make that change and bring the bylaws back to the next meeting to be signed.

Update on Professional Development Project W/CPS HR

Mr. Wilson updated the Board on the project. Director Dave Shipley spoke to what the project's focus group had been working on to create.

Operations Chief Stumpf

No Report

Stephen Charles, Fire Chief

Library Mill Levy Increase Resolution

Lorna Greene, Berthoud Library Board President and Bonnie Sheenan, Neighbors for a new Berthoud Library, were in attendance to discuss the Berthoud Library proposed mill levy increase.

Ms. Sheenan stated that she was with the Neighbors for a New Berthoud Library, which was a group formed to discuss and support Referendum 6D. She mentioned how important the library was to the community and mentioned that there were 15,000 people within the library district. She encouraged the District to vote in favor of Referendum 6D through a proclamation.

Chief Charles noted that he was drafting a proclamation, which he encouraged the Board to sign in favor of the referendum.

President Dan Hershman also encouraged the Board to sign the proclamation. Motion by Vice-President Mike Cook for the Berthoud Fire Board of Directors to support through proclamation Referendum 6D for the library mill levy increase, seconded by Secretary Gary Maggi.

Update on Station 1 Sidewalk / Parking Lot Project

Chief Charles mentioned that the project should be completed in approximately one week.

Adoption of the 2021 International Fire Code / Fire Marshal Services

Chief Charles stated that the District's Fire Marshal, Joe Jaramillo, would be moving forward with preparing to present the 2021 International Fire Code. Vice-President Mike Cook mentioned looking at the possible amendments such as fire rating on unfinished basement, residential fire sprinklers, and accessibility on roofs around solar panels.

Care Takers of Tradition Construction Project

Chief Charles mentioned that Mr. Ward provided a draft of a large sign that the Caretakers were proposing to erect which advertised the project coming in 2023. Chief Charles stated that he was not in favor of the sign. President Dan Hershman also did not feel it was appropriate until the group had funding.

Director Eric Rypkowski noted that other facility options were being reviewed, which may alter the support or approval of the construction.

Sale of Hose Tender & 5" Hose

Chief Charles stated that once a letter was received from ISO regarding the long hose lay, and the requirement to utilize a two-tender shuttle, the hose tender and 3,000 feet of 5" hose would be put up for sale.

Vice President Mike Cook stated that the District needed to make sure we kept all the materials we need even if ISO says we don't need them.

Battalion Chiefs

None

Communication from Board of Directors / Open Discussion

Adjournment

Board President, Dan Hershman, called for a motion to adjourn at 7:18 p.m.

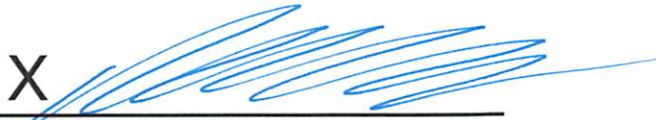
Motion by Vice-President Mike Cook, seconded by Director Dave Shipley.

The motion carried.

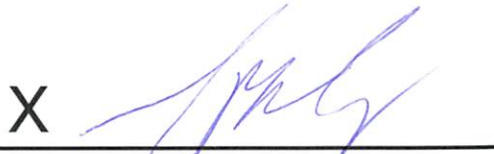
Signature Page

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Dan Hershman
President

X 

Mike Cook
Vice-President

X 

Gary Maqqi
Secretary

X 

Eric Ryplewski
Director

X 

Dave Shipley
Director