

# **Berthoud Fire Protection District Board of Directors Meeting Minutes**

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**Date:** Tuesday, August 9, 2022  
**Location:** 248 Welch Ave., Berthoud, CO 80513  
**Time:** 6:30 p.m. or immediately following Pension Board Meeting  
**Meeting Organizer:** Jill Wilson (970) 532 – 2264

## **Agenda Items**

### **Call to Order / Roll Call**

Board President, Dan Hershman, called the meeting to order at 6:09 p.m. Directors present were Vice-President Mike Cook, Secretary Gary Maggi, Director Eric Ryplewski and Director Dave Shipley.

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

### **Pledge of Allegiance**

### **Review of the Agenda**

Chief Charles noted that he had three additions to the agenda.

Motion by Vice-President Cook to accept the agenda with additions, seconded by Director Shipley. The motion carried unanimously.

### **Public Comment**

Paul Rimsky noted that the Caretakers of Tradition had applied for funds through the golf course and were notified that an unspecified amount was approved from a fund that contributed to non-profit organizations.

Jerry Ward stated that the Caretakers of Tradition were also working on a Berthoud Community Foundation application for a grant that was due August 31. A grant application was also submitted to the Daughters of American Revolution for the furnishings inside the building. He noted that the Caretakers had shifted from seeking individual donations to working with developers and contractors.

### **Consent Calendar**

Approval of the July 13, 2022 Meeting Minutes

Motion by Director Shipley to approve the May 10, 2022 meeting minutes, seconded by Vice-President Cook. The motion carried unanimously.

## Personnel

None

### James Vincent Group, Finance Consultants

#### Financial Report Presentation

Mr. Archer-Clowes provided a summary of the financial report. He noted that revenue was over budget due to timing of tax revenue. He also noted that expenses were overbudget by \$59,000. \$49,000 of that was specifically to vehicles repair and maintenance.

The proposed budget schedule for the 2023 budget was discussed. President Hershman remarked that it was important to focus any oil & gas revenues on one time expenditures instead of long term expenses.

Motion by Vice-President Cook to accept the July financial report, seconded by Director Ryplewski. The motion carried unanimously.

#### Capital Fund Presentation

Mr. Archer-Clowes stated that revisions were sent out per the request from last meeting. He stated that it would be beneficial to adopt the plan knowing it was an ever-changing document and updates would occur in the future.

Motion by Vice-President Cook to approve the 10-year capital improvement plan as a planning tool, seconded by Director Shipley. The motion carried unanimously.

### Command Staff Communications

#### Jill Wilson, Chief of Staff

##### FAMLI Opt-Out

Ms. Wilson noted that the District was recommending to opt out of the Family and Medical Leave Insurance program. District staff had been surveyed with information received back that employees did not want to be forced in the program and would rather opt in if they chose to do so. Communication had also taken place with surrounding departments, in which many were planning on or leaning towards opting out. Vice-President Cook stated that a District goal was to provide as many benefits to its employees as possible but felt it was appropriate to opt out. Motion by Vice-President Cook to adopt Resolution 2022-0809 declining participation in FAMLI, seconded by Secretary Maggi. The motion carried unanimously.

#### Stephen Charles, Fire Chief

##### RAFT / Golden Links Termination Letter Update

Chief Charles noted that RAFT and Golden Links had been mailed 90-day notice of termination of building use and would have until end of October to utilize the building.

**Land Lease for Use of Property and Intended Improvements / Ursa Major**

Chief Charles stated that a draft lease agreement had been sent and a space for the building had been designated.

Vice-President Cook noted that there were a few amendments to be made to the lease agreement and mentioned that the District needed to stay aware of the development review process and requirement.

**Letter of Intent / Property Station 3**

Chief Charles stated that the PUD Amendment and Minor Subdivision applications had been submitted to the Town for review.

**Fire Hydrant Testing Saturday, August 10 through Wednesday, August 17****Station Remodel Request for Proposals (RFP)**

Chief Charles noted that the RFP had been received, and public notices would be going out. All bid contracts would be sent directly to the architect. Once received they would be brought to the Board for review.

**Oil and Gas Revenue Report**

Chief Charles provided an overview of trends in our gas and oil revenues.

**Board of Director Actions**

**Approve Financials – Approved Unanimously**

**Approve Resolution Declining Participation in FAMLI – Approved Unanimously**

**Communication from Board of Directors / Open Discussion**


The Board noted that when transcribing votes taken from the board, they would like it to be noted if the vote was unanimous or split. In the instance there was a split vote, it should indicate how each member voted.


Chief Kuiken mentioned wild wing fire that occurred July 31, which involved a helicopter and 13 agencies. He also mentioned the recent structure fire on August 7.

**Adjournment**


Board President, Dan Hershman, called for a motion to adjourn at 6:53 pm. Motion by Vice-President Cook, seconded by Secretary Maggi.


Signature Page

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Dan Hershman  
President

X   
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Michael Cook  
Vice-President

X   
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Gary Maqqi  
Secretary

X   
\_\_\_\_\_  
Dave Shipley  
Director

X   
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Eric Ryplewski  
Director