

Berthoud Fire Protection District Board of Directors Meeting Minutes

Date: Tuesday, December 13, 2022
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 6:03 p.m. Directors present were Vice-President Mike Cook, Secretary Gary Maggi, Director Eric Ryplewski and Director Dave Shipley arrived at 6:10pm.

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

Pledge of Allegiance

Review of the Agenda

Chief Charles noted one addition regarding a strategic plan proposal and contract from ESCI. Motion by Director Shipley to accept the agenda as presented with one addition, seconded by Vice-President Cook. The motion carried unanimously.

Public Comment

None

Consent Calendar

Approval of the November 8, 2022, Meeting Minutes
Motion by Director Shipley to approve the November 8, 2022 meeting minutes, seconded by Secretary Maggi. The motion carried unanimously.

Personnel

None

James Vincent Group, Finance Consultants

Financial Report Presentation by Ben Archer-Clowes

Ben Archer-Clowes joined virtually. He provided an overview of the November financials and provided an update of year to date in revenues and expenses. Motion by Vice-President Cook to approve the November financial report, seconded by Director Ryplewski. The motion carried unanimously.

2023 Budget Presentation by Ben Archer-Clowes

Mr. Archer-Clowes reviewed the operational budget, provided an overview, and noted that revenues had decreased by \$10,000 from what was originally projected. He noted that changes made from the preliminary budget included a 7% COLA, updates on staffing, budget increase for reserve firefighters, final rates for health insurance, increased professional fees, and firefighting equipment and maintenance for dive. Due to that, the reserve funding was \$25,664.

Mr. Archer-Clowes noted that impact fee projections were conservative. He also noted that impact fee monies had been set aside for the apparatus loan and work on Stations 3 & 4. He provided an overview of the capital budget and noted that there were minimal changes from the preliminary budget presented. Vice-President Cook asked for detail of what capital items were budgeted for in 2023. Mr. Archer-Clowes stated that he would work to get a copy of the capital improvement plan to the Board.

Jill Wilson, Chief of Staff

Set/Approve 2023 Schedule for Regular Board Meetings

To be the second Tuesday of each month at 6:00 p.m. with the exception of the quarterly Pension Board meetings and then the Regular Board will meet immediately following but no later than 6:30 p.m. Set the October and December Board Meetings to comply with Colorado State requirements and deadlines.

Motion by Director Shipley to set and approve the 2023 regular board meeting schedule, seconded by Secretary Maggi. The motion carried unanimously.

Adams Bank Line of Credit Renewal

Ms. Wilson noted that the line of credit was due for renewal and needed the Board President's signature.

Motion by Vice-President Cook to approval the renewal of the line of credit, seconded by Director Ryplewski. The motion carried unanimously.

Resolution appointing a Designated Election Official and authorizing the Designated Election Official to cancel election for the regular election to be held May 2, 2023

Motion by Director Shipley to approve Resolution 2022-1213E appointing the Designated Election Official and authorizing the DEO to cancel the regular election, seconded by Vice-President Cook. The motion carried unanimously.

Stephen Charles, Fire Chief

IGA Town of Berthoud / BFPD

Chief Charles stated that an IGA has been drafted to allow a left turn onto Berthoud Parkway from the property under contract. If no opposition from the Board, the IGA would be forwarded to the Town for their approval and signature. Director Ryplewski wondered if the PVREA substation property would be willing to allow the District to use their drive access to help increase the spacing from the 287 bypass intersection if an alternative was needed.

Ursa Major / Station 3 Site – No Report

Chief Charles stated that the District was still waiting on bids for the building.

Final Inspection and Delivery of 2022 HME Type 3 Fire Apparatus

Chief Romero, Engineer Stricklin, and Loveland Fleet EVT went to Michigan for the final inspection on the apparatus. The truck was awaiting a third party pump test and then will be delivered.

Purchase of 2023 Ford 550 Type 6 Fire Apparatus

Chief Kuiken stated that when going over the capital improvement plan it was identified where the District could amend some of the foreseen expenditures. With the District not purchasing a second Type 3, the District was looking to reallocate those funds towards a new Type 6, Fire Chief vehicle and the new BC vehicle.

Motion by Vice-President Cook to reallocate the unused funds for the type 3 to purchase a new type 6, staff vehicle, and BC vehicle, seconded by Secretary Maggi. The motion carried unanimously.

Sale of 2007 Pierce Type 3, 2012 Dodge Type 6, 2016 Dodge Charger, 2016 Ford Interceptor and 2010 Ford F 150

Chief Kuiken noted that a sale of the 2007 Pierce Type 3 was in process with a sale price of \$124,000.

Motion by Director Shipley to allow the sale of the 2007 Pierce Type 3, 2012 Dodge Type 6, 2016 Dodge Charger, 2016 Ford Interceptor and 2010 Ford-F150, seconded by Vice-President Cook. The motion carried unanimously.

Strategic Plan Agreement with ESCI

Chief Charles stated that a strategic plan was part of the approved 2023 budget; however, a signature from the Board was needed on the agreement.

Board of Director Actions

Approve November 2022 Financial Report

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

Approve Resolution #2022- 1213A – A Combined Resolution Concerning the Adoption of a Budget and Appropriation of Funds for Such Budget for Fiscal Year 2023

Motion by Secretary Maggi to approve Resolution 2022-1213A adopting the 2023 budget and appropriation of funds, seconded by Director Shipley. The motion carried unanimously.

Approve Resolution #2022 – 1213B – Resolution to Set 2023 Mill Levies

Motion by Vice-President Cook to approve Resolution 2022-1213B to set the 2023 mill levies, seconded by Director Ryplewski. The motion carried unanimously.

Approve Line of Credit Adams Bank

Motion by Vice-President Cook to approval the renewal of the line of credit, seconded by Director Ryplewski. The motion carried unanimously.

Set/Approve 2023 Schedule for Regular Board Meetings

Motion by Director Shipley to set and approve the 2023 regular board meeting schedule, seconded by Secretary Maggi. The motion carried unanimously.

Approve Resolution #2022-1213E – Resolution Appointing Designated Election Official and authorizing the Designated Election Official to cancel election for the regular election to be held May 2, 2023.

Motion by Director Shipley to approve Resolution 2022-1213E appointing the Designated Election Official and authorizing the DEO to cancel the regular election, seconded by Vice-President Cook. The motion carried unanimously.

Communication from Board of Directors / Open Discussion

None

Adjournment: Board President, Dan Hershman, called for a motion to adjourn at 7:00 pm. Motion by Vice-President Mike Cook, seconded by Secretary Gary Maggi. The motion carried unanimously.

Signature Page

X 

Dan Hershman
President

X 

Michael Cook
Vice-President

X 

Gary Maqqi
Secretary

X 

Dave Shipley
Director

X 

Eric Ryplewski
Director