

# BERTHOUD FIRE PROTECTION DISTRICT

## BOARD OF DIRECTORS MEETING MINUTES



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Date: Tuesday, December 12, 2023  
Time: 6:00 p.m.  
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 6:00 p.m. Directors present were Vice-President Mike Cook, Secretary Gary Maggi, and Director Dave Shipley. Director Eric Ryplewski 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.

### II. PLEDGE OF ALLEGIANCE

### III. REVIEW OF AGENDA

Motion to accept the agenda as presented. The motion carried unanimously.

### IV. PUBLIC COMMENT

None

### V. CONSENT CALENDAR

Approval of the November 14, 2023 Meeting Minutes.

Motion by Vice-President Cook to approve the November 14, 2023 meeting minutes, seconded by Secretary Maggi. The motion carried unanimously.

### VI. PROPERTY CONTRACT DISCUSSION

Kelley Duke, Ireland Stapleton, noted that the easement issues regarding access and utilities were being worked through, and the District had contract termination rights if the easements were unable to be obtained. She went over the due diligence timeline.

President Hershman asked how long it would take to obtain the easements. Ms. Duke stated that the goal was to complete those easement documents within the next 30 days.

President Hershman asked if Ireland Stapleton felt comfortable with the District moving forward with signing the contract. Ms. Duke replied yes.

Motion by Secretary Maggi to approve Board signature on the contract for the purchase of property, seconded by Vice-President Cook. The motion carried unanimously.

Motion by Secretary Maggi to approve Resolution 12122023 approving the contract authorizing the purchase of real property, performance of due diligence, and the execution of all documents necessary to accomplish the transaction, seconded by Director Shipley. The motion carried unanimously.

## **VII. FINANCIAL REPORT**

Approval of the November financial report

Ben Archer-Clowes provided an overview of the November financial report.

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

## **VIII. 2024 BUDGET PRESENTATION**

Motion by Director Shipley open the item for a public hearing, seconded by Secretary Maggi.

There was no public comment on the 2024 budget.

Motion by Directory Shipley to close the public hearing, seconded by Secretary Maggi.

Ben Archer-Clowes explained that the District did not have final certifications from the county assessors; however, it was his recommendation that the budget be presented to the Board. He noted that the budget would not change as the District had received the assessed values. Those values were lower; however, the District would be receiving 100% backfill. Mr. Archer Clowes went over the new budgetary deadline dates. He provided an overview of the operating budget and noted the revenue compared to last year. Adjustments in the 2024 budget included updates to personnel including a cost of living adjustment, pay grade adjustments, and the addition of one additional full-time operations employee. He noted that historic spending comparisons were examined as the budget was being created. In addition, Mr. Archer Clowes provided an overview of the capital and impact fee budgets. He noted the need for future discussions regarding a move of surplus money into the capital budget to fund projects as needed.

Mr. Archer Clowes recommended that the board meeting in January be moved to the first week of the month. It would allow assessed values to be received and allow enough time to finalize the certifications, which must be submitted to the counties by January 10<sup>th</sup>.

The Board unanimously agreed to move forward with the proposed plan and presented budget.

## **IX. COMMAND STAFF REPORTS**

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

#### **Item 1: Set/Approve 2024 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 approve the 2024 Board meeting schedule with the proposed change to move the January 9<sup>th</sup> meeting to January 5<sup>th</sup> at 10:00 am, seconded by Vice-President Cook. The motion carried unanimously.

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

#### **Item 1: Station 1 Facility Update**

The Board was provided a tour of the current renovations/remodel of Station 1.

### **BATTALION CHIEF REPORTS**

#### **Item 1: New Type 6 Delivery Update**

Battalion Chief Kuiken noted that the Type 6 apparatus was completed, and representatives from the District would be going for a final inspection and to bring the apparatus home in January.

## **X. BOARD OF DIRECTOR ACTIONS**

#### **Item 1: Approve the purchase contract for property at Berthoud Parkway/Highway 287**

Motion by Secretary Maggi to approve Board signature on the contract for the purchase of property, seconded by Vice-President Cook. The motion carried unanimously.

Motion by Secretary Maggi to approve Resolution 12122023 approving the contract authorizing the purchase of real property, performance of due diligence, and the execution of all documents necessary to accomplish the transaction, seconded by Director Shipley. The motion carried unanimously.

#### **Item 2: Approve November 2023 Financial Statements**

Motion by Secretary Maggi to approve the November financial report, seconded by Director Shipley.

**Item 3: Approve Resolution Concerning the Adoption of a Budget and Appropriation of Funds for Such Budget for Fiscal Year 2024 – This item was removed from the agenda to be completed at the January Board meeting.**

#### **Item 4: Set/Approve 2023 Schedule for Regular Board Meetings**

Motion by Director Shipley to approve the 2024 Board meeting schedule with the proposed change to move the January 9<sup>th</sup> meeting to January 5<sup>th</sup> at 10:00 am, seconded by Vice-President Cook.

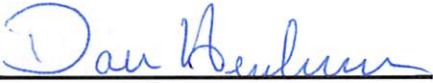
## **XI. BOARD OF DIRECTOR COMMUNICATION/OPEN DISCUSSION**

None

## **XII. ADJOURNMENT**

Board President, Dan Hershman, made a motion to adjourn at 6:52 pm. Motion by Director Shipley, seconded by Vice-President Cook. The motion carried unanimously.

Signature Page

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Dan Hershman  
President

X 

Mike Cook  
Vice-President

X 

Gary Maqqi  
Secretary

X 

Dave Shipley  
Director