

BERTHOUD FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS MEETING MINUTES



Date: Tuesday, February 13, 2024

Time: Immediately follows the Pension Board meeting at 6:00pm

Location: Station 1, 248 Welch Avenue, Berthoud, CO 80513

AGENDA ITEMS

I. CALL TO ORDER

Board President, Dan Hershman, called the meeting to order at 6:27 p.m. Directors present were Vice-President Mike Cook, Secretary Gary Maggi, and Director Dave Shipley. Director Eric Ryplewski arrived at 6:45 p.m.

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

The Board noted one amendment regarding consideration of a death benefit for District volunteer firefighters.

Motion by Secretary Maggi to approve the agenda with one amendment, seconded by Vice-President Cook. The motion carried unanimously.

IV. PUBLIC COMMENT

None

V. CONSENT CALENDAR

Approval of the January 5, 2024 Meeting Minutes.

Motion by Director Shipley to approve the January 5, 2024 meeting minutes, seconded by Vice-President Cook. The motion carried unanimously.

VI. FINANCIAL REPORT

Mr. Archer-Clowes provided an overview of the January financial report.

Motion by Vice-President Cook to approve the January financial report, seconded by Secretary Maggi. The motion carried unanimously.

VII.COMMAND STAFF REPORTS

STEPHEN CHARLES, FIRE CHIEF

Item 1: Caretakers of Tradition Project Update / Presentation by Jerry Ward

Jerry Ward provided an update on the museum addition to Station 1, and stated that they were planning on a tentative completion and ribbon cutting on May 4th.

Item 2: Staffing Report / Lt. Position – Temporary Full-Time Firefighter Position

Chief Charles noted that Lt. Berger submitted his resignation. As a result, the District's current Training Lieutenant would be filling the shift vacancy until a new Lieutenant was hired. The position would be advertised internally and externally. Additionally, Firefighter Shupe was being called to active duty the end of July; as a result, the District may have a need for a temporary full-time position.

Item 3: U.S. 287 By-Pass / Berthoud Parkway – Pre-Application to the Town of Berthoud in 2024

Chief Charles stated that he was working with Ireland Stapleton to complete the property survey and would be looking into scheduling the site plan pre-application meeting with Town.

Item 4: John Erickson's Funeral / Thursday, February 22 at 1:00 p.m. at the Berthoud Cemetery

Item 5: Station 1 Remodel / Projected Cost of Station 1 Exterior Upgrade / Station 1 Apparatus Bay Floor

Chief Charles provided a projected timeline of completion of the remodel. He noted that the projected cost of an update to the Station 1 façade was \$549,000.

Mr. Archer-Clowes stated that he had reviewed the capital improvement plan, and the \$549,000 was currently not in the plan. As a result, the District could not afford to pay for that amount from our capital funds in 2024. He did note that there were funds within the general fund that could be used if needed.

President Hershman was hesitant to spend the money and wondered if the project should be financed.

Vice-President Cook and Director Shipley were not in favor of financing due to interest rates.

The Board discussed trying to improve the professionalism to the building and staff, which was occurring with the remodel. Improving the façade would help with our appearance to the community and with recruiting among other things. The Board stated that they wanted to invest in our community and our staff.

President Hershman stated that he was in favor of moving forward with the façade remodel. Director Shipley agreed.

Chief Charles noted that the bay floor was examined; however, it was determined that there was no immediate need to fix the concrete.

Motion by Director Shipley to move forward with the façade remodel at a cost of \$550,000, seconded by Secretary Maggi.

The Board noted that the work could be completed under a change order with DS Constructors. Mr. Archer-Clowes asked if the Board approved the move of money from the unrestricted fund balance into the capital account.

The Board agreed that money could be moved into the capital fund from the unrestricted fund balance.

Item 6: Retired Volunteer Death Benefit

The Board discussed approving an \$800 death benefit for retired volunteers, which would be paid from the general fund and would be in addition to the death benefit paid by FPPA.

Vice-President Cook re-affirmed the volunteer death benefit of \$800 from the District's general fund to be in addition to the FPPA volunteer death benefit as recommended by the Pension Board, seconded by Director Rypkowski.

BATTALION CHIEFS

Item 1: RFP Refurbish 75' Quint

Chief Kuiken established a timeline for an RFP for a refurbish to the ladder truck. He stated that the RFP would be posted on February 16th, and proposals due March 29th. On April 9th, the proposals would be presented to the Board for goal of awarding a bid by May 21st.

Item 2: Alternate Water ISO Recertification Begins the Week of February 19, 2024

Chief Kuiken stated that the District was looking into pivoting to a water tender shuttles rather than a long hose lay. The District would need to demonstrate its ability to properly and sufficiently do that. As a result, a video was planned to be recorded demonstrating that and would be sent to ISO for review.

Chief Charles stated the District was only one of three departments in the nation to still do a long hose lay, and it was becoming more difficult to maintain with ISO.

VIII. EXECUTIVE SESSION

Item: Personnel Matter under C.R.S. Section 24-6-402(4)(f)

Motion by Director Shipley to move to go into executive session, seconded by Vice-President Cook.

President Hershman stated that at 7:13 p.m. the Board was in executive session per C.R.S. Section 24-6-402(4)(f) Personnel matters. As required by the Open Meetings Law, the executive session would be electronically recorded. Present at the executive session were President Hershman, Vice-President Cook, Secretary Maggi, Director Rypkowski, and Director Shipley.

Motion by Vice-President Cook to move out of executive session at 7:53 p.m., seconded by Secretary Maggi.

Motion by Director Shipley to approve a new organizational structure for the District, seconded by Director Ryplewski.

IX. BOARD OF DIRECTOR ACTIONS

X. BOARD OF DIRECTOR COMMUNICATION/OPEN DISCUSSION

None

XI. ADJOURNMENT

Board President, Dan Hershman, made a motion to adjourn at 7:54 p.m. Motion by Vice-President Cook, seconded by Secretary Maggi. 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