

BERTHOUD FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS MEETING MINUTES



Date: Friday, January 5, 2024
Time: 10:00 a.m.
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 10:01a.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 Chief Andrew Kuiken, Ben Archer-Clowes, James Vincent Group, and Jill Wilson, Chief of Staff.

II. PLEDGE OF ALLEGIANCE

III. REVIEW OF AGENDA

Ms. Wilson noted one addition to the agenda. Motion by Director Shipley to approve the agenda with one amendment, seconded by Secretary Maggi. The motion carried unanimously.

IV. PUBLIC COMMENT

None

V. CONSENT CALENDAR

Approval of the December 12, 2023 Meeting Minutes.

Motion by to approve the December 12, 2023 meeting minutes, seconded by Director Shipley. The motion carried unanimously.

VI. FINANCIAL REPORT

Mr. Archer-Clowes provided an overview of the December financial report and financials year to date.

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

VII. APPROVAL OF THE 2024 BUDGET

Mr. Archer-Clowes stated that the District had received its final assessed value, which did decrease; however, it was added to the grant revenue category of the operating budget per the recommendation from DOLA. The 'grant revenue' would be the amount the District would be receiving from the State for the backfill amount fire districts were slated to receive. He noted that over \$600,000.00 was being placed into the District's financial reserves. He also mentioned that the District did not adjust its mill levy rate due to the potential for backfill. Mr. Archer-Clowes also provided overview of the capital and impact fee budgets.

Motion by Secretary Maggi to approve Resolution #2024- 0105A – A Combined Resolution Concerning the Adoption of a Budget and Appropriation of Funds for Such Budget for Fiscal Year 2024, seconded by Director Shipley. The motion carried unanimously.

Motion by Secretary Maggi to approve Resolution #2024 – 0105B – Resolution to Set 2024 Mill Levies, seconded by Vice-President Cook.

VIII. COMMAND STAFF REPORTS

STEPHEN CHARLES, FIRE CHIEF

Item 1: Update on Station 1 bay floor

Chief Charles stated that the engineering firm drilled four holes in the bay floor, and the District was still waiting the results.

Item 2: Update on Ladder (L61)

Chief Kuiken explained that options were examined for refurbishing Ladder 61. He received several quotes, which ranged from \$100k-\$300k. The scope of work was written with the intent that the ladder could run as a first due engine.

President Hershman stated that he was in favor of moving forward with obtaining firm proposals.

Chief Kuiken asked if the Board wanted to move forward with an official request for proposals.

The Board consensus was to move forward with obtaining request for proposals with the status that the ladder would be a rebuild/ refurbish capable of running as a first due engine.

JILL WILSON, CHIEF OF STAFF

Item 1: Designate Official Posting Place of Board Agenda

Ms. Wilson stated that Board approval was needed to designate the District website as the official posting place of the Board agenda with the District office as back up in extenuating circumstances.

Motion by Director Shipley to designate the District website as the official posting place of the Board agenda with the District office as back up in extenuating circumstances, seconded by Secretary Maggi. The motion carried unanimously.

IX. BOARD OF DIRECTOR ACTIONS

Item 1: Approve December 2023 Financial Statements

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

Item 2: Approve Resolution #2024-0105A Concerning the Adoption of a Budget and Appropriation of Funds for Such Budget for Fiscal Year 2024

Motion by Secretary Maggi to approve Resolution #2024- 0105A – A Combined Resolution Concerning the Adoption of a Budget and Appropriation of Funds for Such Budget for Fiscal Year 2024, seconded by Director Shipley. The motion carried unanimously.

Item 3: Approve Resolution #2024 – 0105B – Resolution to Set 2024 Mill Levies

Motion by Secretary Maggi to approve Resolution #2024 – 0105B – Resolution to Set 2024 Mill Levies, seconded by Vice-President Cook.

Item 4: Designate Official Posting Place of Board Agenda

Motion by Director Shipley to designate the District website as the official posting place of the Board agenda with the District office as back up in extenuating circumstances, seconded by Secretary Maggi. The motion carried unanimously.

X. BOARD OF DIRECTOR COMMUNICATION/OPEN DISCUSSION

Secretary Maggi mentioned that the Town of Berthoud was working on developing a downtown development area, and he stated that he believed it would pass.

XI. ADJOURNMENT

Board President, Dan Hershman, made a motion to adjourn at 10:36 a.m. Motion by Vice-President Cook, seconded by Director Shipley. 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