

Berthoud Fire Protection District Board of Directors Meeting Minutes

Date: Tuesday, July 11, 2023
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 6:00 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 Andrew Kuiken and Nico Romero, Steven Rodriguez, James Vincent Group, Abby Irvine, Haynie and Company, and Jill Wilson, Chief of Staff.

Pledge of Allegiance

Review of the Agenda

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

Public Comment

None

Consent Calendar

Approval of the June 13, 2023, Meeting Minutes
Approval of the June 29, 2023, Special Meeting Minutes

Motion by Vice-President Cook to approve the June 13, 2023 regular meeting and June 29, 2023 special meeting minutes, seconded by Director Shipley. The motion carried unanimously.

Personnel

 None
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Board of Director Actions

Approval of the 2022 Financial Audit

James Vincent Group, Finance Consultants

Financial Report

Mr. Rodriguez provided an overview of the June financial report. Motion by Director Shipley to approve the June financial report, seconded by Vice-President Cook. The motion carried unanimously.

2022 Financial Audit Report Presentation

Abbey Irvine from Haynie and Company presented the draft financial statement audit. She provided an overview of the report and noted that all expenditures were below the District's amended budget. Haynie and Company would present a final draft to the District to sign and submit to the State.

Command Staff Communications

Jill Wilson, Chief of Staff

Proposed Amendment to Consolidated Fee Schedule

Ms. Wilson stated that administrative work regarding plan reviews had increased and proposed adding a 5-10% administrative fee to all plan review and permit fees.

The Board expressed concern regarding adding additional fees and asked that metrics be provided such as number of reviews per month, time spent per review, etc. prior to any additional fees being approved.

Performance Recognition & Reserve Firefighter Badge Pinning Ceremony / Saturday, July 29th at 5:30 p.m. Brookside Gardens Event Center

Website Update

Ms. Wilson noted that the new website was set to launch on July 17th.

Stephen Charles, Fire Chief

Care Takers of Tradition / Groundbreaking Ceremony Saturday, July 15th at 10:00 a.m.

Remodel of Station 1 / Construction Start Date August 1st

President Hershman stated that a change order to the original contract should be completed.

Motion by Director Ryplewski to approve the original change order of the difference between funds, which information was provided at the June 29th

special meeting, seconded by Vice-President Cook. The motion carried unanimously.

Station 2 Roof & Interior Repair / Three Quotes to be Reviewed

Chief Charles presented three quotes for roof repair.

President Hershman questioned if there was mold in the existing insulation on the roof. If there was mold, the District should move forward with replacing the roof. If no mold was found, the roof could be sealed instead of replaced.

Strategic Plan Update

Chief Charles noted that a draft had been received, which staff was working on to make any needed changes prior to finalization.

Station 4 Site Berthoud Parkway & U.S. 287

Chief Charles noted that the contract for purchase was not complete yet, and he was expecting completion in August.

Fire Hydrant Testing Starts Monday, July 10th / Inspection & Low Flow Test

Type 3 Deployment California / Severity Assignment for Initial Attack on All New Starts

Chief Romero stated that Engine 623 was on a severity/pre-positioning assignment in California. He provided additional information on the assignment.

Battalion Chiefs / Staff

Communication from Board of Directors / Open Discussion

Discussion on the roundabout construction at County Road 21 and Highway 56, and how that might affect our response.

Adjournment


Board President, Dan Hershman, called for a motion to adjourn at 7:20 pm. Motion by Vice-President Cook, seconded by Secretary 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 Rypkowski
Director