

Berthoud Fire Protection District Board of Directors Meeting Minutes

Date: Tuesday, March 14, 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 6:06 p.m. Directors present were Vice-President Mike Cook, Director Eric Rypkowski and Director Dave Shipley. Secretary Gary Maggi 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.

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 February 14, 2023 Meeting Minutes

Motion by Director Shipley to approve the February 14, 2023 meeting minutes, seconded by Vice-President Cook. The motion carried unanimously.

Personnel

None

Board of Director Actions

Approval of Lease/Purchase Amended Agreement

James Vincent Group, Finance Consultants

Financial Report

Mr. Archer-Clowes provided an overview of the February financials. He noted a high expense on vehicle maintenance and repairs, and Chief Kuiken explained the repairs that occurred.

Chief Charles acknowledged Chief Kuiken's hard work on the District's fleet management and maintenance program.

Motion by Vice-President Cook to approve the February financials, seconded by Director Shipley. The motion carried unanimously.

Command Staff Communications

Jill Wilson, Chief of Staff

Lease Purchase Agreement Amendment

Ms. Wilson reported that the lease purchase had been amended to remove the second Type III and add the new Battalion Chief vehicle and Type 6.

Motion by Vice-President Cook to approve the lease purchase amended agreement, seconded by Director Ryplewski. The motion carried unanimously.

Annual Report

Ms. Wilson noted that the 2022 annual report was completed.

New website/Board pictures

Ms. Wilson informed the Board that the District would be implementing a new website through the State Internet Portal Authority. As a result, new pictures of the Board members would be request.

Stephen Charles, Fire Chief

Station 1 Remodel / Apparatus Display Addition

Chief Charles noted that a meeting was scheduled on March 16, 2023 with the Town of Berthoud regarding the remodel. He noted concerns regarding the Caretakers of Tradition's proposed addition as it could cause the requirement for the District to fire sprinkle the entire building; however, he was able to determine that the entire building would be a B occupancy, which would not cause a trigger for a sprinkler system. He noted that there would be a partial system for the bedroom area only. The addition would trigger some curb and gutter to be replaced due to current code, which a portion of would be the responsibility of the Caretakers of Tradition. The only issue still pending was the

ADA requirements for the second story to the bedrooms, which may require an elevator.

Vice-President Cook stated that the District needed to be confident that the Caretakers of Tradition had enough funding and commitments to start and complete the project.

President Hershman suggested a contract be drafted between the District and the Caretakers of Tradition.

Former Mayor Pro-Tem Jeff Hindman / Town of Berthoud Trustee Sean Murphy

Chief Charles updated the Board on his communication regarding the BNSF operation plan. He stated he was also working on obtaining the procedure for evacuations if needed with the new evacuation polygons that were created last year.

2022 HME Type 3 In-Service

Chief Kuiken noted that all the graphics and radios were installed, and it was put in service on March 11, 2023.

He noted that a request for proposal was out for the Type 6 build.

Communication from Board of Directors / Open Discussion

Adjournment

Board President, Dan Hershman, called for a motion to adjourn at 6:42 pm. Motion by Director Shipley, seconded by Vice-President Cook. The motion carried unanimously.

Signature Page

X 

Dan Hershman
President

X 

Michael Cook
Vice-President

X 

Dave Shipley
Director

X 

Eric Ryplewski
Director