

## Berthoud Fire Protection District Board of Directors Meeting Agenda

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**Date:** Tuesday, September 13, 2022  
**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 Vice-President, Mike Cook, called the meeting to order at 6:00 p.m. Directors present were Secretary Gary Maggi, Director Eric Ryplewski and Director Dave Shipley. President Dan Hershman was absent

Others in Attendance: Fire Chief Steve Charles, Battalion Chiefs Lyle Fenderson and Andrew Kuiken, Ben Archer-Clowes, James Vincent Group, Kelley Duke, Ireland Stapleton, and Jill Wilson, Chief of Staff.

#### Pledge of Allegiance

#### Review of the Agenda

Chief Charles requested that the James Vincent Group present prior to the executive session. Motion by Secretary Maggi to accept the agenda as presented with the change in agenda order, seconded by Director Shipley. The motion carried unanimously.

#### Public Comment

None.

#### Consent Calendar

Approval of the August 9, 2022, and August 17, 2022, Meeting Minutes  
Motion by Director Shipley to approve the August 9, 2022, and August 17, 2022 meeting minutes, seconded by Secretary Maggi. The motion carried unanimously.

#### Personnel

 None



## **James Vincent Group, Finance Consultants**

### **Financial Report Presentation**

Mr. Archer-Clowes provided an overview of the August financials. Motion by Director Shipley to accept the August financial report, seconded by Director Ryplewski. The motion carried unanimously.

### **2023 General Fund / Capital Fund Budgets**

Chief Charles noted that the District worked with James Vincent Group today on the 2023 budget.

## **Executive Session**

Vice President Cook made a motion to enter into executive session to receive legal advice from the District's attorney (CRS 24-6-402(4)(b)) regarding the station 3 construction site contract.

Kelley Duke, Ireland Stapleton, certified for the record that the executive session was subject to legal counsel for contract discussion and station 3 construction, and the executive session would not be recorded.

### **Contract Discussion / Station 3 Construction Site CRS 24-6-402(4)(b)**

Vice-President Cook moved to leave the executive session at 6:33 p.m.

## **Command Staff Communications**

### **Stephen Charles, Fire Chief**

#### **Award Bid for Station 1 Remodel**

Chief Charles noted that one bid proposal from DS Constructors had been received. He noted that a public notice was done for bids for construction contractors. The public notice timeframe was also extended due to only one bid coming in. A discussion ensued around the type of work/quality provided by DS Constructors for the previous remodel in 2019.

Motion by Secretary Maggi to award the Station 1 remodel bid to DS Constructors, seconded by Director Shipley. The motion carried unanimously.

#### **Land Lease for Use of Property and Intended Improvements / Ursa Major**

Chief Charles stated that an agreement was drafted by our attorney and submitted to Ursa Major, which they have reviewed and signed. No dollar amount or cost to use the land was added to the agreement. Expected costs will be for the building, and planning reviews and permits. A location for a 40x40 building with two bay doors had been determined on the site. Motion by Director Shipley to approve the land lease agreement with Ursa Major to house a building on their site, seconded by Secretary Maggi. The motion carried unanimously.

**Professional Standard Document**

Chief Charles explained that a group of staff had been assigned to draft a professional standards document. The group was currently working on the project and proposing to complete by January. Once completed, it would be presented to the Board.

**Lt. Process Thursday, Sept 22 / Friday, September 23**

Ms. Wilson provided an overview of the upcoming assessment process.

**Eng. Process Thursday, October 10 / Friday, October 11**

Ms. Wilson provided an overview of the upcoming assessment process.

**Board of Director Actions**

**Approve August Financials - Approved**

**Award Bid for Station 1 Remodel - Approved**

**Approve Land Lease for Use of Property and Intended Improvements - Approved**

**Communication from Board of Directors / Open Discussion**

None

**Adjournment**

Board Vice-President, Mike Cook, called for a motion to adjourn at 7:00 pm. Motion by Secretary Maggi, seconded by Director Ryplewski. This received unanimous approval.

Signature Page

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Michael Cook  
Vice-President

X



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Gary Maqqi  
Secretary

X



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Dave Shipley  
Director

X



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Eric Ryplewski  
Director