

**BOULDER COUNTY REGIONAL FIRE TRAINING CENTERS**  
**Board of Directors Meeting Minutes**  
**Tuesday, January 24, 2023**  
**0800-0930**

**ATTENDING:** President Calderazzo, Treasurer Snyder, R. Wilbur, R. Benzel, J. Nunez, and M. Patrick

**1. APPROVED** Board Meeting Minutes from November 22nd, 2022.

**2. TREASURER'S REPORT**

- Treasurer Snyder discussed and will submit the 2023 budget for approval after this meeting.
- Discussed debit or credit cards for board members to purchase supplies more efficiently for the training centers.
  - This suggestion has been tentatively approved once options are presented by Treasurer Snyder and R. Benzel.
  - If this proceeds, it should be limited to only certain board members (or their designee) for board-approved purchases only.
  - Additional guidelines/policies will need to be created to govern the use of these purchasing cards in a fiscally responsible manner, including reconciliation and reporting practices.

**3. BOARD BUSINESS**

- Appointment of Vice President and Secretary of the Board.
  - Board approved the appointment of Randy Wilbur as Vice President.
  - Board will hold on to the appointment of the Secretary until all five members are present.
- Administrative Duties for BCRFTC to be assessed/re-assigned.
  - **ACTION NEEDED:** Ask Legal for contracting administrative duties and could a Board Member be a contracted employee. *Per the internal guidelines, a board member can be paid for additional services (i.e. contracted employee) but they would have to sign a Conflict of Interest statement.*
  - *This item is being held in review after Pres. Calderazzo and M. Patrick have an internal discussion.*
- Nunez updated the board on what was purchased with the large donation received from GR's Foundation. See email.
  - Additional Considerations for future expenditures:
    - Car Prop – water line needs to be refurbished (Research to see if the manufacturer can replace it or if it needs to be completed in-house)
- O'Donnell sent an update on possible copy machine rental for public use. See email. APPROVED the basic rental package for B/W copier only.
  - **ACTION NEEDED:** O'D to serve as the POC on this acquisition.
- Nunez on Conex purchase: He was able to purchase one, and it should be delivered shortly.

**4. BOULDER FACILITY REPORT**

- Update on the checklist, and inventory list for 5036 – *still in progress*
  - Update on the draft training plan
  - FRFC Spring Academy may utilize this apparatus.

- Update on retired Boulder Rural engine – *still in progress*
- Update Facility Handbook for User Members – *still in progress*
- Scheduled burn building walk-through. – *still in progress*
- Update on Training Tower. The internal rooms and stairs can be utilized as normal. The external stairs remain out of service per the structural engineer.
- Nunez discussed gear locker usage for the Boulder recruits during their two weeks with Boulder before attending the FRFC Academy. This request for locker usage was approved.

#### **5. LONGMONT FACILITY REPORT**

- Several rooms in the burn building are needing repair. The “garage” should not be burned in.

#### **6. LIVE BURN TRAILERS**

- Both trailers are at BCRFTC.
- A walkthrough will need to be completed to ensure they are in good condition and do not need any repairs. Benzel (and O’D?) to complete this task before the fire academy starts.

#### **2023 Meeting Dates:**

March 28, May 23, July 25, September 26, and November 28