

BOULDER COUNTY REGIONAL FIRE TRAINING CENTERS

Board of Directors Meeting

April 25, 2017

0900

ATTENDING: President Bruce Mygatt, Vice President Mike Calderazzo, Treasurer Marci Linton, Secretary Scott Snyder, Director Rick Dirr, Fritz Koch, and Michelle Patrick

1. MINUTES OF THE MARCH 28, 2017 BOARD MEETING: The minutes were approved as submitted.

2. TREASURER'S REPORT

- Approved financials for March 2017
- Total Assets as of March 31, 2017: \$ 115,960.46
 - Yearly Operating Budget: \$ 47,953.59 (higher than usual due to carry over from last year and Ironman grant)
 - Checking Balance: \$ 68,006.87
 - Four Mile, Lyons, Sugarloaf, and Timberline have not paid member fees as of this date.
 - Everyone should be paid by the end of next month. Deputy Linton will update the Balance Sheet and Profit & Loss Budget vs. Actual to reflect any additional member fees that are submitted.
- Update on Transferring Assets to the City of Boulder
 - **ACTION ITEM:** Deputy Linton will create a memo to COB on behalf of the BCRFTC Board re: the inventory to be transferred including depreciation costs / accumulated depreciation, useful life expectancy, and the asset replacement schedule.
 - Deputy Linton will verify the information with the Board's finance and legal consultants before sending it to Chief Calderazzo.

3. BOULDER FACILITY REPORT

Deputy Linton:

- Review of Current User and Non-User Facility Usage Agreements; Updating Website with new forms
 - **ACTION ITEM:** Need to update the Operations Manual for the BCRFTC on the website
 - Recommend creating separate Member and Non-Member Group document packets on website.
 - Annual Member Packets are fine as is.
 - **ACTION ITEM:** Deputy Linton and Chief Snyder will work on having a revised document to present to the Board next month.
 - Recommend removing "*(The use of this facility must be for a first responder emergency services function.)*" from application form as usage pends on Board approval.
 - Recommend merging the original application and the board's check off section from the secondary draft version.
 - **ACTION ITEM:** Pending approval of revisions, Captain Koch will facilitate the website update with the revised application documents and Operations Manual.

Chief Mygatt:

- Diagonal Gate Usage
 - Expectations of gate usage to be added into Facility Usage Agreement – Already in the newer version of the agreement to be approved at next month's meeting and then uploaded to website.
 - Signage is already up about a monitor being present.

Deputy Linton:

- Discussion of User Expectations re: items/consumables provided by FTC Facilities (example Sunshine Incident)
 - Suggestion to treat the IMT/ICP as an IAG or Land-Use Agreement and have one flat fee that will cover facility usage and any consumables that are utilized.
 - **ACTION ITEM:** Deputy Linton will research IMT/ICP usage agreement. Suggest scaled usage agreements for IMT 3 activation versus IMT 1-2.
- COB provided phone lines still needed?
 - **ACTION ITEM:** Deputy Linton has asked that one or two phones be held for ICP activation (out of the original ~12). She will update Calderazzo about the need before he terminates the additional lines/phones.

Michelle on behalf of Chief Ginsberg:

- CSU Facility Usage Agreement – Approved
- IRONMAN Facility Usage Agreement - Event Dates: June 11 and August 5, 2017
 - Approved with no fee associated as only the roadway is to be utilized for a limited period, and the facility will remain open for member use.

Captain Koch:

- Security Camera Update:
 - Resolution looks clear and meets board approval. Total of \$110 for camera and SD card.
 - Recommend that a second camera be bought and mounted in a secondary location.
 - **ACTION ITEM:** Captain Koch will research the secondary location and report back after a dry run with original camera.

Deputy Linton:

- Status of LEU becoming a user member
Remove item from future meeting agenda unless needed.

Chief Dirr:

- Update of 2016 Annual Report
 - Add amount spent on the road installation
 - Add in Member fees vs Non-Member fees in Annual Report outlining how the Board recovers costs from usage.
 - Approved pending these changes.
 - **ACTION ITEM:** Chief Dirr will revise report and send the final product to the Board before it is officially disseminated.

4. LONGMONT FACILITY REPORT

Bridge is now installed at Longmont facility ~ 60' long and about the width of a golf cart.

5. LIVE BURN TRAILERS

- The gray trailer is at the Boulder Facility.
- The green trailer is at the Boulder Facility.

6. OTHER BUSINESS TO DISCUSS

- Jewish Cleveland – they would like to donate to the BCRFTC. Approved to proceed with donation paperwork.
- New Vista High School – May 9th – Boulder Rural will utilize 14-16 students as MCI Drill participants. Deputy Linton offered up the MCI ambulance for BRFD to utilize. Approved.
- FYI: Calvin Education Center – “Introduction to Wildland Fire” – great education piece that maybe other departments are interested in. Geared for early learners to high school.

THE NEXT BOARD MEETING WILL BE ON TUESDAY, MAY 23rd, AT 0900 IN THE 1ST FLOOR CONFERENCE ROOM OF THE BFTC. THANK YOU.