

BOULDER COUNTY REGIONAL FIRE TRAINING CENTERS
Board of Directors Meeting
September 26, 2017
0900

ATTENDING: President Bruce Mygatt, Jeff Long for VP Michael Calderazzo, Treasurer Scott Snyder, Secretary Rick Dirr, Jared Ginsberg, Fritz Koch, and Michelle Patrick

1. MINUTES OF THE AUGUST 22nd BOARD MEETING: The minutes were approved as submitted.

2. OFFICIAL BUSINESS

- Confirmed new Treasurer, Scott Snyder
- Nominated and voted on new Secretary, Rick Dirr
- New BCSO representative to be presented in October.

3. TREASURER'S REPORT

- Review the August financial statement
 - Total: \$117,873.93
 - Operating Budget: \$49,362.14
 - Checking Balance - \$68,511.79
 - **ACTION NEEDED:** Michelle to send Chief Mygatt draft of letter re: official transfer of responsibility for bank account to Chief Snyder.
- Update on transferring assets to the Cities of Boulder and Longmont – **hold till October**
- Update on User Members' fees for outstanding agency (Timberline)
 - **ACTION NEEDED:** Michelle to send Chief Snyder draft of letter to Timberline regarding outstanding fees and termination of membership.
- Update on COB invoice per BCRFTC Lease Agreement – **hold till October**

4. BOULDER FACILITY REPORT

- **Chief Mygatt**
 - Insurance Premium Renewal
 - Board approved the increase of \$27 over last year's insurance premiums, and to proceed in binding this new policy for 2018.
 - Possibility of creating a drill master or training officer position as part of the services provided by the Board to user agencies.
 - Separate discussions needed re: certifying user member officers on training with our props vs a BCRFTC drill master overseeing training at the FTC
 - Recommended that it may be more efficient to utilize a training cadre of instructors similar to what is currently on the board website (outdated)

- Where would the funds come from?
 - Possibly a shared position with the BCFFA? Should be JPR-based curriculum, IFSTA compliant.
 - Suggested that this discussion may be outside the purview of this Board.
 - Would like to add in more HazMat awareness, Ice Rescue, Low-angle, Scene safety etc. (High risk, low occurrence incidents)
 - BoCo cooperators may be able to assist or the Consortium.
- Status of informal agreement documentation for BCRFTC/BIMT Agreement
 - With Mike Chard - Chief Mygatt will follow up with it.
- **Chief Snyder**
 - Annual user packets: preparation, mailing, tracking/filing returns
 - **ACTION NEEDED:** Chief Snyder will revise the documents before the next annual roll-out.
 - Ensure all deadlines are consistent on all documents.
 - Some of the information can be maintained such as building and prop descriptions.
 - Include Access Card document.
 - Propane billing process – **hold till October**
 - Outside user billing process
 - City would invoice the board for supplies utilized by outside agency, and then the board would send the invoice to the outside agency. The board reimburses the city once the outside agency has paid.
 - Tax filing
 - Chief Snyder to meet with Marysue, accountant, to discuss this issue.
- **Michelle for Chief Ginsberg**
 - FTC security procedures/issues
 - **REMINDER: All access card users should maintain an awareness of the security expectations and responsibilities related to utilizing the FTC facilities.** If you have questions or concerns regarding these expectations, please contact Jared Ginsberg, BFR Training Chief or Michelle Patrick, BFR Training Admin Specialist.
 - May need to look at a door replacement should the issue continues.
 - Installation of propane metering system – **hold till October**
- **Capt. Koch**
 - New website and Calcium calendar transfer
 - New website is up under bcrftc.org
 - Koch and Michelle are set up as administrators of the website.
 - Most of the BCRFTC documents are on the website for users/guests to reference.
 - Calcium is not yet transferred to new site.

- FTC Orientation Meeting
 - First meeting is October 2nd – 5 members signed up so far (Second training is in December.)
 - Identify frustrations and move forward from there, including:
 - Amenities provided
 - VES training and materials utilized
 - Forceable Entry Prop
 - Video based training on props/buildings?
 - Chief Snyder presented: Motion for mandatory orientation training and the member with the training should be present at all agency trainings – Motion failed for lack of second
 - **Amended Motion - Mandatory orientation training to be presented in a train-the-trainer format so they may educate other members of their agency, however the liability and responsibility for proper utilization of the facility/prop lies with the original attending member. Existing user agencies must meet this requirement by March 31, 2018. Two additional trainings will be offered in 2018 in order to capture every user agency. Failure to attend negates the user agency's membership. APPROVED**
 - New members that come in after the March 31st deadline must attend an orientation training within a year of them joining.
 - Trailers can be part of the Boulder training as this is where they currently reside.
 - Burn principals will be covered in the Boulder training. These can be applied to the Longmont facility, however, if someone wants to burn in Longmont, they will be walked through the facility one-on-one. (It's considered an extra training.)
 - **ACTION NEEDED:** Chief Mygatt will send out an official memo to all member agencies about October's orientation meeting.
 - **ACTION NEEDED:** Chief Mygatt would like BFR Training and Koch to recommend a new process to educate user members and determine how to best implement this training. Would like this by October's meeting.
- **Michelle**

LEU's membership

- Board approved a prorated fee for 2017's with the full rate taking affect for 2018.
- Cascade system can be used to refill their system. The hose is rated at 6000psi.

5. LONGMONT FACILITY REPORT

6. LIVE BURN TRAILERS

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

THE NEXT BOARD MEETING WILL BE ON TUESDAY, OCTOBER 24th, AT 0900 IN THE 1ST FLOOR CONFERENCE ROOM OF THE BFTC. THANK YOU.