

BOULDER COUNTY REGIONAL FIRE TRAINING CENTERS
Board of Directors Meeting
July 25, 2017
0900

ATTENDING: Treasurer Marci Linton, Secretary Scott Snyder, Fritz Koch, Jeff Long for VP Calderazzo, Michelle Patrick and Director Chard of OEM (guest)

1. MINUTES OF THE JUNE 27th BOARD MEETING: The minutes were approved as submitted.

2. SPECIAL BUSINESS

Discussion RE: Updated BCRFTC/BIMT Agreement with Director Chard, OEM

- Agreement with clarified reimbursement process and facility fee distributed for review via email.
- Suggest adding narrative on the front end that spells out the agreement between the Board and BIMT, and the Contact Information re: FTC Activation and the procedure/process for opening the center up for an ICP.
- Maybe add a note regarding that Station 8 nor the reservoir are covered under this agreement. Should those locations be requested during an activation, then a separate agreement would need to be made with COB.
- **ACTION NEEDED:** Clarify when this paperwork is being completed, who can approve it and list what can and cannot be utilized during an activation
- **ACTION NEEDED:** Determine if the OEM's submitted memo/agreement is sufficient or if a formal IGA need to be created per incident or on an annual basis
- **ACTION NEEDED:** Clarify who should invoice the IMT regarding COB supplies utilized during an activation.

3. TREASURER'S REPORT

- Approved the June financial statement
 - Total: \$117,576.92
 - Checking Balance: \$68,509.78
 - Yearly Operating Budget: \$49,067.14
- Update on transferring assets to the Cities of Boulder and Longmont – *on hold*
- Update on User Members' fees for outstanding agencies
 - Lyons is up to date.
 - Timberline still has not responded.
- **ACTION NEEDED:** Chief Calderazzo(Long) to follow up on submitting COB's invoice to the Board for BCRFTC Rental Agreement of \$15,574.00 per annual lease agreement

4. BOULDER FACILITY REPORT

Deputy Linton

Review the BCRFTC bylaws and annual paperwork with board

- **ACTION NEEDED:** Chief Snyder to email to Board members to sign and return asap.

Chief Snyder

Revised Facility Usage Agreements for Members and Non-Members

- Suggest a simplified form for all requests, called the “Facility Rental Application”. (Draft electronic version on BoCo Fire’s website.)
- **ACTION NEEDED:** Pricing structure to be adjusted.
 - Scratch the separate pricing fees for kitchen, workout room, and washer. Remove half day rental fees – just have hourly and full day.
 - Tower, Burn Building, and Propane Props – remove from rental agreement as only user agencies would be using it. Propane Props – add in propane gas price and operator costs (?).

Michelle for Chief Ginsberg

Proposed Propane Prop Project

- Finalized numbers from Amerigas should be submitted soon, and then they will be forwarded on to Chief Calderazzo for his approval to continue with this project.

Capt. Koch

User Members’ FTC Orientation Session

- **ACTION NEEDED:** Send out reminder for the August 4th session, however the session will only be held if a minimum number of participants sign up. Will mostly likely need to be moved to the following month.

Status of New Website

- Draft version available for Board’s review on BoCo Fire website

5. LONGMONT FACILITY REPORT

N/A

6. LIVE BURN TRAILERS

- The gray trailer is at the Boulder Facility.
- The green trailer is at the Boulder Facility.
 - **ACTION NEEDED:** Cpt. Koch getting lock for one trailer.

7. OTHER BUSINESS TO DISCUSS

N/A

THE NEXT BOARD MEETING WILL BE ON TUESDAY, AUGUST 22ND, AT 0900 IN THE 1ST FLOOR CONFERENCE ROOM OF THE BFTC. THANK YOU.