

Berthoud Fire Protection District Board of Directors Meeting Minutes

Date: Tuesday, February 14, 2023
Location: 248 Welch Ave., Berthoud, CO 80513
Time: 1:30 p.m. or immediately following the 1:00 p.m. Pension Board Meeting
Meeting Organizer: Jill Wilson (970) 532 – 2264

Agenda Items

Call to Order / Roll Call

Board President, Dan Hershman, called the meeting to order at 1:30 p.m. Directors present were Vice-President Mike Cook, Secretary Gary Maggi, Director Eric Ryplewski and Director Dave Shipley.

Others in Attendance: Fire Chief Steve Charles, Battalion Chiefs, Andrew Kuiken and Scott Lindschmidt, Ben Archer-Clowes, James Vincent Group, and Jill Wilson, Chief of Staff.

Pledge of Allegiance

Review of the Agenda

Jill Wilson noted two additions to the agenda regarding life-saving awards and a Caretakers of Tradition update.

Motion by Director Shipley to accept the agenda as presented with additions, seconded by Vice-President Cook. The motion carried unanimously.

Public Comment

None

Consent Calendar

Approval of the January 10, 2023 Meeting Minutes.

Motion by Director Shipley to approve the January 10, 2023 meeting minutes, seconded by Vice-President Cook. The motion carried unanimously.

Personnel

None

Board of Director Actions

Approval of Audit Services Engagement Letter from Haynie & Company

Approval of Resolution 2022-0214 Adopting Cafeteria Plan Benefits

James Vincent Group, Finance Consultants

Financial Report

Mr. Archer-Clowes reviewed the January financial report.

Motion by Vice-President Cook to approve the January financials, seconded by Director Shipley. The motion carried unanimously.

Command Staff Communications

Jill Wilson, Chief of Staff

Audit Services Engagement Letter

Ms. Wilson noted that an engagement letter had been received from Haynie & Company for audit services, which needed to be signed by the Board.

Paylocity Cafeteria Plan Resolution

Ms. Wilson explained that the District's employee cafeteria plan was now being administered by a different company. As a result, they suggested our Board approve the cafeteria plan through resolution.

Motion by Vice-President Cook to approve Resolution 2023-0214 Adopting a Cafeteria Health Benefits Plan, seconded by Secretary Maggi. The motion carried unanimously.

Life-Saving Awards

Ms. Wilson informed the Board of six District members that would be receiving life-saving awards on February 18, 2023, in which the Board members were invited to attend.

Stephen Charles, Fire Chief

PulsePoint Presentation

James Robinson, TVEMS Chief, stated that he had been in the position since October 1, 2022. He provided an overview of TVEMS, and their strategic priorities. He explained PulsePoint, which he stated would be able to improve service within the district and to cardiac arrest patients. He stated that PulsePoint Respond was a mobile phone app where trained, registered responders would be alerted and could go to the location to assist until the ambulance arrived. The app also allowed the registration for AEDs, which would show on the app for usage if needed.

Delivery Date of the 2023 Ford F 550 Cab & Chassis April 3rd / Type 6

Chief Kuiken stated that an allocation had been completed to order the Ford F550 with an expected delivery date in April. Chief Romero was working with the wildland team to develop a request for proposal to build the Type 6.

ESCI "Community Risk Assessment / Standard of Cover" Presentation

Chief Charles provided the recommendations coming from the Standards of Cover completed by ESCI.

Recommendation 1-Establishing a planning zone: The District would be identifying response zones 4 and 8 miles from each of the stations. We would be working with LETA to establish those zones.

Recommendation 2-Adopt the Standard of Cover: The District has completed adoption.

Recommendation 3-Reducing Dispatch Processing Times: The District does not have an impact on/cannot change dispatch processing times.

Recommendation 4-Reducing Turn Out Time: The District would be working on this.

Recommendation 5-Improve the First Unit Arrival Travel Time: Chief Charles noted that this would be a part of the planning zones established.

Recommendation 6-Improve the Effective Response Force: Chief Charles noted that this was out of the District's control as it was based on revenues.

Recommendation 7-Update the Capital Improvement Plan: Since the time the initial information was provided to ESCI, the capital improvement plan had been updated.

Recommendation 8-Verify Best Location for Station #3: The ESCI study identified the station to be closer to the Highway 56/I-25 corridor. The District had already identified the Ursa Major property location while the study was taken place. If the development on the east side of I-25 went through in the future, it had been stated that a public safety space would be donated where the District would be able to add a station.

Receipt of 2022 HME Type 3 / In-Service Tentative March 15th

Chief Kuiken stated that the new Type 3 was delivered in January. It was scheduled to go in for stripping and radios with a goal to have it in service by March 15.

Former Mayor Pro Tem Jeff Hindman / Town of Berthoud Trustee Sean Murphy

The District and LCSO received a letter from the Town of Berthoud Trustees to ask what the District has done to protect Berthoud from a train derailment. Chief Charles noted that he had responded to their request explaining that the District had previously completed a threat and risk assessment regarding the railroad.

Caretakers of Tradition Update

Jerry Ward provided an update on the Caretakers of Tradition museum building. He stated that they had received many donations as it related to building materials and labor in addition to some grants and monetary donations. He stated that they were in the process of completing the building permit application process with a goal to break ground in the spring.

Communication from Board of Directors / Open Discussion

None

Adjournment

Board President, Dan Hershman, called for a motion to adjourn at 2:33 pm. Motion by Vice-President Cook, seconded by Director Shipley. The motion carried unanimously.

Signature Page

X 

Dan Hershman
President

X 

Michael Cook
Vice-President

X 

Gary Maqqi
Secretary

X 

Dave Shipley
Director

X 

Eric Ryplewski
Director