

Berthoud Fire Protection District
August 19, 2019
Regular Board Meeting

Meeting Subject:
Board of Directors

Location:
New Freedom Church
250 Mountain Ave., Berthoud

Meeting Organizer / Contact:
Debra Graves (970) 532 – 2264

Date:
08/19/2019

Time:
6:00 P.M.

Agenda Items

Call to Order / Roll Call

Board President, Dan Hershman, called the meeting to order at 6:00 p.m. Directors present were President Dan Hershman, Director Eric Ryplewski and Director Dave Shipley. Vice President Michael Cook and Secretary Gary Maggi were both excused.

Others in attendance: Chief Steve Charles, Finance Director Deb Graves, Operations Chief Rob Stumpf and Captain Andrew Kuiken.

Pledge of Allegiance

Review of the Agenda

The agenda was reviewed and approved with the addition for discussion on the current Marijuana and Drug Policy to include CBD Oil. The agenda was approved by a motion from Director David Shipley and seconded by Director Eric Ryplewski. Motion carried.

Public Comment

None

Consent Calendar

Approval of the July 2019 meeting minutes.

Approval of the July 2019 Financials

Consent Calendar was approved by a motion from Director Eric Ryplewski and seconded by Director David Shipley. Motion carried.

Personnel

Staff Addition: Jill Wilson, formerly a planning technician with the Town of Berthoud & Larimer County, has been hired part-time providing support to the front office. Jill is an excellent addition to our amazing front office staff & a great fit.

Additional Responsibilities: Account Technician Karen Rogers will be spending one-on-one time with Deb Graves, Finance Director learning the Districts' budgeting process for the year 2020.

Board of Director Action

Adopt Resolution 2019-0820 allowing the District the use of Electronic Meeting Notices consistent with HB 2019-1087: Resolution 2019-0820: A Resolution adopting the use of electronic meeting notices. This allows the District to post all notices of regular/special meetings to be posted on the District Website. This does not bypass the statutory requirements regarding notices that must be published. Presenter Deb Graves, Finance Director. Motion was made by Director David Shipley and seconded by Director Eric Ryplewski. Motion carried.

2020 Engagement Letter from Rubin Brown: Sign Engagement Letter with Rubin Brown for Audit Years: 2019 thru 2021. Presenter Deb Graves, Finance Director: Following a brief discussion of cost to the District and the Audit team the Engagement Letter was approved by a motion from Director Eric Ryplewski and seconded by Director David Shipley. The motion carried and the letter was signed.

Staff Communication

Stephen Charles, Fire Chief

F & D International, LLC / Training Room & BACC Remodel – Update & progress tour upon request: Chief Charles updated the Board on the progress of the remodel of the training room and community rooms. In the cost of the remodel the replacement of stove, dishwashers and disposal along with the tables and chairs for the training room and media needs were not included. The combined cost for the appliances in the kitchen and the tables and chairs in the training room are \$49,281.00 The cost for the media needs for the room and Station 2, a technician for wiring etc. will be an \$30,000.00. Chief Charles asked that the Board move the previously approved purchase of the new tender to the 2020 budget, as it will not be ready or paid for until then. Chief Charles added at this time there were no numbers for replacing tables and chairs for the meeting rooms including the Board Room. The Board asked Captain Kuiken to research further the smart boards before purchasing. President Dan Hershman called for a motion to approve the purchase of the appliances, furniture for the training

room and media/technical needs. Director Dave Shipley made the motion to approve the purchases up to a total of \$85,000.00. Director Eric Ryplewski seconded the motion. The motion carried.

Over View of Documents: On Thursday, August 8th staff with the assistance of the Captain Kuiken's shift organized cabinets & files disposing of items that were damaged, out dated or no longer needed. Documents were sorted into 3 categories; retain hard copies, down load to electronic files or documents that were to be shredded.

Fire Marshal Services: The District has contracted with Fire Marshal Services business safety inspections; plan reviews & inspections of new construction, systems, special hazards & developments. No complaints have been received; Town of Berthoud Trustee Brian Laak, a local business owner, spoke very highly of the level of professionalism & customer service of Fire Marshal Services owner Joe Jaramillo. Long term goal is to have Joe take over the Bureau side and contract it to his firm. Director Eric Ryplewski asked that Joe represent himself as a representative of the District.

Marijuana & Drug Policy: CBD Oil without the THC having been made legal in May by the federal government the District must decide to allow the staff to use the oil for aches & pains or include it in the current drug policy and not allow its use. The District's attorney recommended to include it in the current drug policy and not allowing the use as one would still test positive should they be involved in an accident or injured on the job. The Board concurred with the attorney unanimously and agreed to its non-use be added the current policy.

Debra Graves, Finance Director

See Above / Board of Director Action

See Above / Board of Director Action

Volunteer Firefighter Staffing Recruitment: A total of 11 applications were received for the position(s), only 10 applicants attended the 1st phase of the selection process. Of the 11 applicants who participated in the 1st phase of the selection process, only 6 were successful in completing the 1st phase of the process. The remaining steps in the selection process include an interview, physical assessment, CDOT physical & a POPAT exam.

Rob Stumpf, Operations Chief

Water Tender Bids: Requested bids from the following apparatus manufactures; KME, BME, SVI, Pierce & Rosenbauer. Received bids from Pierce, SVI & BME. KME & Rosenbauer did not submit bids, Rosenbauer advised that they were still working on the specifications. At this time for all intents and purposes BME is the best spec received so far. The fine points and details are still being ironed out. IT is NFPA and UL Compliant. One of the manufacturers quoted a 400-day build. Currently looking at \$358, 272.00. Waiting for a few more details.

TPC Golf Course: The week of Monday, August 19th between 7:00 am & 9:00 am firefighters will be obtaining 3 GPS way points for each hole to enhance response times to calls for service on the course itself. The GPS process will be done on Wednesday the 21st and enable the District to direct an ambulance to the hole, where assistance is needed. The next step will be to sit with the staff and come up with emergency protocols.

2019 Fire Apparatus, Update on the Ford F 150 squad(s), Ford F 550 Type 6 brush truck & the Ford Transit dive rescue: The Brush Truck is back and appears to be well done. It goes to Summit for lights, striping and sirens. Squads are in service. The Dive is still slated for mid-October.

Communication from Uniform & Non-uniform Staff

Captain Kuiken brought to the Boards attention the railway company is doing a study of running longer trains rather than several shorter ones. This could mean blocking the crossings for long periods of time. Currently working with Station 2 should this go enforce.

Communication from Board of Directors / Open Discussion

Director Eric Ryplewski recognized the Districts presence at the Back to School Night

Adjournment

Board President, Dan Hershman called for a motion to adjourn at 7:07p.m. Director David Shipley made the motion and Director Eric Ryplewski seconded the motion.

Signature Page:

X 

Dan Hershman
President

X 

Eric Ryplewski
Director

X 

David Shipley
Director