

# Berthoud Fire Protection District

## Meeting Agenda

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**Meeting Subject:**

Board of Directors

**Location:**

Video / Call – in  
(Instructions Attached)

**Meeting Organizer / Contact:**

Jill Wilson (970) 532 – 2264

**Date:**

04/21/2020

**Time:**

6:00 p.m.

### Agenda Items

**Call to Order / Roll Call 6:00 p.m.**

Board President, Dan Hershman, called the meeting to order at 6:02 pm. Directors present were President Dan Hershman, Vice-President Michael Cook, Secretary Gary Maggi, Director Eric Ryplewski, and Director Dave Shipley.

Others in Attendance: Fire Chief Steve Charles, Operations Chief Rob Stumpf, Finance Director Debra Graves, Battalion Chief Andrew Kuiken, and Administrative Assistant Jill Wilson.

**Pledge of Allegiance**

**Review of the Agenda**

The agenda was reviewed and approved with the addition of a Personnel discussion from Chief Charles.

**Public Comment**

None

**Consent Calendar**

Approval of the March 17, 2020 meeting minutes Approval of the March 2020 Financials

Approval of the April 06, 2020 meeting minutes

Motion by Vice-President Michael Cook to approve the consent calendar, seconded by Secretary Gary Maggi.

## Personnel

Chief Charles informed the Board that Josh McDonald passed away due to a medical issue. No funeral arrangements had been made yet. He posed the question of whether it would be a 'line of duty' death. Ms. Graves stated that further information and results of the autopsy had not yet been received from worker's compensation. Operations Chief Stumpf noted a precedence of another situation in Kentucky where a firefighter passed away from complications of a surgery not directly related to the injury occurred; however, it was classified as a 'Line of Duty' death.

## Communications from Staff

### Debra Graves, Financial Director

**Increase in Line of Credit** – Ms. Graves stated that the request to increase the line of credit from \$200,000 to \$500,000 was in order to prepare in the case revenues were not readily available as tax revenues from the counties would be delayed due to the Covid-19 pandemic. Motion by Vice-President Michael Cook to increase the line of credit to \$500,000 and allow Chief Steve Charles or Board President Dan Hershman to have the signature rights on the line of credit, seconded by Director Dave Shipley.

**Audit Update** – Ms. Graves gave an update on the status of meetings with the auditors. She stated further information in the near future would be presented to the Board.

**Update on Revenues from Boulder, Larimer & Weld Counties** – Ms. Graves noted that the Fire District had not yet received tax revenues from the Counties due to Covid-19; however, there had been significant communication between the District and Counties regarding the issue. Chief Charles noted that a big concern was a potential decrease in oil and gas revenue.

## May Soricelli, PIO

**Media Report / Drive – By Events Highlighted** - Chief Charles noted that the media report was provided to the Board for review. He mentioned the increased requests for 'drive-by' events due to Covid-19. He stated that those requests may be scaled back in the near future.

## Battalion Chief's

**No Report**

## Stephen Charles, Fire Chief

**State of Emergency Update** – Chief Charles updated the Board on the Local Disaster Emergency Declaration. He stated that it had been filed with Larimer County and the State. If funding was needed in the future, the District would work with the Larimer County Emergency Manager.

**COVID 19 Update / Berthoud Fire Protection District** – Operations Chief Stumpf stated that the District was maintaining a minimal response on calls whether that was responding and staging or canceling the call to reduce exposure. He mentioned that daily situation reports are being completed to keep abreast of any exposures and/or track the use of PPE. He mentioned that a meeting was planned to be held this week with ambulance service & Loveland Fire to discuss the possibility of returning to normal protocols.

**Fire Bureau Activities / Plan Review & Inspections** -- Chief Charles stated that no annual inspections were being completed at this time due to Covid-19. All plan review and inspections for new construction and renovations were still occurring.

**Strategic Plan / Standard of Cover / Capital Replacement Plan**

**BNSF Railroad Mitigation Plan - Updates** – Operations Chief Stumpf explained that revisions for the Capital Replacement Plan will be integrated into the Strategic Plan, and the Standard of Cover would be updated. Chief Charles stated that the BNSF Railroad Mitigation Plan would be assigned to a Battalion Chief to complete.

**April Hose Testing / May Hydrant Testing** - Chief Charles noted that the District was still moving forward with hose testing.

**Meeting Rooms / Kitchen Use / Public Availability** - Chief Charles stated that he was working on renaming the community center and would send name ideas out to the Board for review. He stated that updating the name on the building would not occur until next year due to funding. He also noted that the website had been updated.

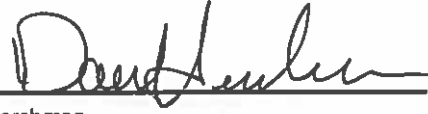
**Communication from Board of Directors / Open Discussion**


**Adjournment**

Board President, Dan Hershman, called for a Motion to adjourn at 6:30 pm. Vice-President Michael Cook made a Motion to adjourn, seconded by Gary Maggi.

-  **Priority**
-  **Important**
-  **Follow Up**

## Signature Page

X 

Dan Hershman  
President

X 

Michael Cook  
Vice-President

X 

Gary Maqai  
Secretary

X 

Dave Shipley  
Director

X 

Eric Ryplewski  
Director