

Berthoud Fire Protection District Meeting Minutes

Meeting Subject:
Board of Directors

Location:
248 Welch Ave.
Berthoud, CO 80513

Date:
Tuesday, June 16, 2020

Time:
6:00 p.m.

Meeting Organizer / Contact:
Jill Wilson (970) 532 – 2264

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, Vice-President Michael Cook, and Director Dave Shipley. Secretary Gary Maggi and Director Eric Ryplewski arrived at 6:02 p.m.

Others in Attendance: Fire Chief, Steve Charles, Operations Chief Robert Stumpf, Finance Director Debra Graves, Battalion Chiefs Scott Lindschmidt and Andrew Kuiken, PIO May Soricelli and Administrative Assistant Jill Wilson.

Pledge of Allegiance

Review of the Agenda

The agenda was reviewed and approved with the addition of a repayment agreement for the Colorado Special Districts Property and Liability Pool Heart and Cancer Fund. Motion by Director Dave Shipley, seconded by Vice-President Mike Cook.

Public Comment

Ruth Fletcher Carter / R.A.F.T. Charging Station Presentation – Ms.

Fletcher-Carter provided the Board with an overview of R.A.F.T. and its services. She explained that she would like to obtain a grant from Charge Colorado to install an electric car charging station in the parking lot.

Discussion ensued on usage and costs. President Hershman stated that the District could support the installation with the understanding that it was grant funded, and the maintenance would be the responsibility of RAFT. It would also be understood that the electricity used would be funded back to the District. She stated that RAFT would like to get their electricity at no cost. President Hershman explained that the District could not fund other uses other than for the District.

Consent Calendar

Approval of the May 19, 2020 meeting minutes

Approval of the May 2020 Financials

The May minutes and Financials were skipped in error and will be approved at the July 2020 Board Meeting.

Personnel

None

Board of Director Action

Adopt Resolution to Rescind the Current Declaration “State of Emergency” Due to COVID 19

Motion by Director Dave Shipley, seconded by Vice-President Mike Cook

Approve Letter of Authorization / Golden Links & R.A.F.T. Charging Station

Motion by President Dan Hershman to provide a letter of support for the installation of a charging station with the installation and maintenance being the responsibility of RAFT. The final decision will be left to the discretion of the Fire Chief. Seconded by Director Eric Ryplewski. Secretary Gary Maggi recused himself due to a conflict of interest. Motion passed.

Approve Re-Branding Public Meeting Rooms & Training Facility
Motion by President Dan Hershman to approve the re-branding of the building (with the availability of funds), seconded by Director Dave Shipley.

Communications from Staff

Debra Graves, Financial Director

Audit Presentation by Rubin Brown

Kelly Witte and Matt Beerbower from Rubin Brown LLP presented the Audited Financial Statements to the Board.

Colorado Special Districts Property and Liability Pool Repayment Agreement – Ms. Graves stated that the ‘Pool’ pays for our Heart/Cancer Policy. They require that we sign a repayment agreement in case we cancel the policy prior to June 2021. Motion by Director Dave Shipley to allow the Fire Chief to sign the repayment agreement, seconded by Vice-President Mike Cook. Motion passed.

Rob Stumpf, Operations Chief

DFPC Engine Staffing – Chief Stumpf informed the Board that the State Engine Boss was on medical leave. A new engine boss was sent to fill in for the foreseeable future. Currently there is no need to help staff from BFPD.

Friday, June 3rd Fireworks Display – Chief Stumpf stated that the District was working on an action plan with LCSO for the event. Chief Charles mentioned that the TPC Golf Course had applied to have fireworks on the 4th.

May Soricelli, PIO

2019 Annual Report / Digital Report – Ms. Soricelli stated that she is still in process of finishing up the report.

Media Report – Ms. Soricelli provided the media report.

Marketing Advertisements / Chamber of Commerce – Ms. Soricelli noted that the Chamber has a new director who is supportive in partnering with BFPD.

Jill Wilson, Administrative Assistant

Public Meeting Room / Public & Golden Link Re-Engagement – Ms. Wilson notified the Board of the new requirements to use the building due to Covid-19. GoldenLinks received approval from the County to use the building for their morning coffee gatherings.

Re-Branding Public Meeting Rooms & Training Facility – Ms. Wilson stated that the District was considering re-branding the community center to rename it to:

Berthoud Fire Protection District

Phil Pennock Training Facility & Meeting Room Annex

With that change, new signage would be required on the building.

The District was receiving bids to obtain new signage on the south side of the building as well as the west entrance to the admin.

offices. Bids came in between \$7,000-\$15,000. Staff was looking for the Board's approval to spend funds toward that signage. President

Dan Hershman stated that moving forward re-branding was

necessary and needed in order to honor the Pennock family for their donation. Motion by President Dan Hershman to approve the re-

branding of the building (with the availability of funds), seconded by Director Dave Shipley.

Golden Links Agreement – Ms. Wilson stated that a new agreement had been drafted by our attorney for the GoldenLinks to utilize the building for their activities. RAFT is a subsidiary under GoldenLinks who had a few questions about the agreement. Once those issues were addressed, the agreement will be finalized.

Battalion Chief's

None

Stephen Charles, Fire Chief

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Letter of Authorization / Golden Links & R.A.F.T. Charging Station

Motion by President Dan Hershman to provide a letter of support for the installation of a charging station with the installation and maintenance being the responsibility of RAFT. The final decision will be left to the discretion of the Fire Chief. Seconded by Director Eric Ryplewski.

Secretary Gary Maggi recused himself due to a conflict of interest. Motion passed.

Funeral Services Former Fire Investigator Joshua MacDonald – Chief

Charles stated that the U.S. Fire Administration classified Mr. MacDonald's death as a line of duty death. The funeral will be July 11, 2020 at 10:00 am at Foundations Church in Loveland.

Gallagher Amendment Article Dated June 1, 2020

Gallagher Amendment Article Dated June 4, 2020

Chief Charles noted that the amendment will be on the November ballot.

(For the Boards Information)

Organization Plans Update

- **Impact Fee Schedule / Completed February 2018**
- **Strategic Plan / Completed May 2020**
- **Continuity of Operations (COOP) / Recent Update 2020**
- **Staffing Needs Assessment / Completed July 2019**
- **BNSF Rail Mitigation Plan / Update In-Process**
- **Emergency Operations Plan (EOP) / Update In-Process**
- **Risk Management Framework (RMF) / Update In-Process**
- **Community Wildfire Protection Plan (CWPP) / Completed October 2019**
- **CWPP Incident Response Guide (IRG) / Completed 2009**

• **Mitigation Action Guides (MAG's) / Initiated October 2015**

- EOP - Completed 2016 / Updated 2020
- COOP - Completed 2016 / Updated 2020
- BNSF Mitigation Plan - Completed 2011 / Updated 2016
Scheduled for Update 2020
- CWPP - Completed 2007 / Updated 2016
- SOC - Completed 2011 / Updated Every Two Years
- Operation Response Guides – Completed 2016 Updated as
Needed / Moved to Lexipol
- Training Needs Assessment - Completed 2020
- IFC Adoption – Completed 2016 / Updated 2019

(For the Boards Information)

Office Staffing Hours Clarification;

- Chief Charles Monday – Friday / 07:00 to 17:00
- Operations Chief Stumpf Monday – Friday Flex Hours
- Training Chief Kuiken Monday – Friday Flex Hours
- HR / Finance Director Graves Thursday & Friday Part Time
Flex Hours
- Account Technician Rogers Monday –Thursday / 07:00 to
16:30 Hours
- Administrative Assistant Felton Thursday & Friday / 08:00 to
16:30 Hours
- PIO Soricelli Monday – Friday / Flex Hours
- Administrative Assistant Wilson Monday – Wednesday
08:00 to 16:30 Hours

(For the Boards Information)

2019 Annual Report / Larimer Emergency Telephone Authority

Communication from Board of Directors / Open Discussion

Adjournment

Board President, Dan Hershman, called for a motion to adjourn @ 7:25 p.m. Secretary Gary Maggi made the motion and Vice-President Mike Cook seconded the motion. The motion carried.



Priority



Important



Follow Up


Signature Page

X 

Dan Hershman
President

X 

Michael Cook
Vice-President

X 

Gary Maqqi
Secretary

X 

Eric Ryplewski
Director

X 

Dave Shipley
Director