

Berthoud Fire Protection District
Meeting Minutes

Meeting Subject:

Board of Directors

Location:

Remote - Video / Call-in

Date:

May 19, 2020

Time:

Immediately following the Pension Board Meeting – No later than 6:30 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 6:11 p.m.. Directors present were President Dan Hershman, Vice-President Michael Cook, Secretary Gary Maggi and Directors Dave Shipley and Eric Ryplewski.

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

Pledge of Allegiance

Review of the Agenda

The agenda was reviewed and approved with the addition of an acknowledgement of the re-election of Directors Gary Maggi and Dave Shipley to the Board. Motion by Director Dave Shipley, seconded by Secretary Gary Maggi.

Public Comment

None

Consent Calendar

Approval of the April 21, 2020 meeting minutes

Approval of the April 2020 Financials

Motion by Secretary Gary Maggi to approve the consent calendar, seconded by Director Dave Shipley.

Personnel

None

Board of Director Action

None

Communications from Staff

Debra Graves, Financial Director

1st Quarter Financials – Ms. Graves sent out a revised budget in order to prepare for what may transpire this year due to Covid-19. The District was trying to prepare for a decrease in revenue that may occur in 2021.

2020 Budget Reduction – Chief Charles stated that projections on gas & oil were at a 36-38% reduction in 2020; therefore, the District has adjusted the budget. He stated that there was also prediction of an 18% reduction in residential property tax revenue. If Colorado lowers the RAR (Residential Assessment Rate) to 5.88 the District would still be covered under the Gallagher Amendment to maintain the mill levy. Chief Charles noted that the District has cut the budget in order to prepare. In October, more information regarding the budget would be known. He acknowledged Staff's willingness to accept the needed budget cuts.

Director Shipley noted optimistic projections for the oil and gas industry and sited realistic expectations that oil and gas would bounce back in one or two years.

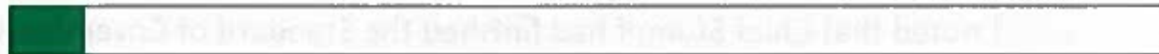
Rob Stumpf, Operations Chief



COVID 19 – Re-Engagement Plan for Facility Operations – Chief Charles noted a re-engagement plan had been created for the facility. He stated that the District returned to a normal response on May 4, and the Administrative Offices were open to the public by appointment only until May 31st. Staff was to wear masks in common areas. He also noted that a re-engagement plan had been drafted for the meeting rooms, which were closed until June 1st. At that time, we would re-evaluate the situation. President Dan Hershman stated that the operations and re-opening of the meeting rooms should mirror State and County guidelines. Chief Charles agreed.

May Soricelli, PIO

Media Report – Chief Charles stated that Ms. Soricelli had a death in the family, and no media report would be provided.



Jill Wilson, Administrative Assistant

Facility Cleaning Bids – Ms. Wilson stated that three cleaning bids had been obtained; however, due to the financial situation it would be put on hold for now.



Battalion Chief's

Water Tender Update – BC Kuiken stated that it was still on schedule.

2020 Wildland Fire Deployments – BC Romero explained that due to the pandemic the State was altering response. There would only be 2 people allowed per vehicle, which would require a chase vehicle. He noted that we have been able to respond to fires with no upfront, out of pocket expense except for gas; however, now

departments are required to provide their own food for the first week. He noted that there would be no communal feeds anymore.

Stephen Charles, Fire Chief

Benefit / Sick Leave – Chief Charles stated that it was still a work in progress

Fire Bureau – Update – Chief Charles stated that Fire Marshal Services has been doing annual safety inspections along with plan reviews.

Strategic Plan Update

- **53% Completed**
- **22 % In Process**
- **25 % Incomplete**

Chief Charles stated that since the agenda was sent out 84% of the plan had now been completed and 16% was still in process. He noted that Chief Stumpf had finished the Standard of Cover and was finishing up the Capital Replacement Plan. He mentioned that the Continuity of Operation Plan had also been updated.

BC Romero stated that the County and State wanted to see amendments to the Community Wildfire Protection Plan (CWPP); therefore, he had been in contact with a fire protection specialist that had identified a few high-risk areas. He stated that the plan would need to be written and grants applied for right away.

2020 ISO Test Schedule

- **Hose / April**
- **Hydrants / May**
- **Pre-Fire Plans / September**
- **Pumps / September**
- **Aerial Ladder / September**
- **Hose / October** **Note: reset test schedule due to weather**

Chief Charles stated that in spite of the Covid-19 crisis, hose testing was being completed.

Communication from Board of Directors / Open Discussion

Adjournment

President, Dan Hershman, called for a motion to adjourn at 6:36 p.m..
Motion by Vice-President Michael Cook, seconded by Director Dave Shipley.

-  **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