

Berthoud Fire Protection District Board of Directors Meeting Minutes

Date: Tuesday, January 19, 2021
Location: 248 Welch Ave., Berthoud, CO 80513
Time: 6:00 p.m.
Meeting Organizer: Jill Wilson (970) 532 – 2264

Agenda Items

Call to Order / Roll Call

Board President, Dan Hershman, called the meeting to order at 6:05 p.m. 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 Robert Stumpf, Battalion Chief Andrew Kuiken, Finance Director Debra Graves, and Chief of Staff Jill Wilson.

Pledge of Allegiance

Review of the Agenda

The agenda was reviewed with the following additions:

Designate an Official Posting Place of Board Agendas

Heart Safe Community

Letter from Loveland Fire

Motion by Director Dave Shipley to accept the agenda with additions, seconded by Secretary Gary Maggi.

Public Comment

None

Consent Calendar

Approval of the December 2020 Financials unaudited

Approval of the December 10, 2020 meeting minutes

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

Personnel

None

Board of Director Action

Designate Official Posting Place of Board Agenda

Command Staff Communications

Deb Graves, Finance Director

Rubin Brown Audit Update – Ms. Graves noted that Rubin Brown was here on January 7th and would be back the week of April 12th.

Jill Wilson, Chief of Staff

Designate Official Posting Place of Board Agenda - Ms. Wilson stated that the District website was the official posting place of the Board of Director Agenda with the District Administrative Offices as a secondary location in exigent circumstances. Motion by Director Dave Shipley to designate the District website and administrative office as the official posting places, seconded by Vice-President Mike Cook.

Lexipol – Administrative Policy Review & Transition to Lexipol - Ms. Wilson explained that administrative policies were being reviewed and updated. The goal was to move policies into Lexipol to create a central location for all policies. Staff would be determining if current policies would be kept or if some of the Lexipol policies would be used in their place.

Lateral Transfer Firefighter Recruitment – Ms. Wilson stated that there was a position vacancy on A Shift due to a firefighter leaving in December. As a result, the District was advertising for a lateral firefighter position with the requirement that they have at least three (3) years of experience and were currently employed with a fire department as a full-time firefighter.

Public Meeting Room Status - Ms. Wilson stated that the public meeting rooms had been closed due to the covid levels. Re-opening would be re-evaluated in February.

May Soricelli, Public Information/Public Relations Officer

Monthly Media Report

Operations Chief Stumpf

Larimer County HMP / Completed for the Town of Berthoud
Note: Weld County HMP / Completed by Chief Charles for the Town of Berthoud

Chief Stumpf provide an overview of the hazard mitigation plans that were being updated with both Larimer and Weld Counties.

Heart Safe City - Chief Stumpf stated that Berthoud was approached by Loveland Fire to be designated as a Heart Safe City. He discussed what that meant and the optional Pulsepoint app that was available for citizens. After discussion with Chief Miller from Loveland and Chief Leshar from TVEMS regarding the criteria, Berthoud has decided it would be beneficial to participate in the program. Vice-President Mike Cook asked if there would be opportunities for grants/funding if we were designated a Heart Safe City. Chief Stumpf replied yes through the McKee Foundation.

Cameron Peak Fire Acknowledgement – Chief Stumpf remarked that Loveland Fire commissioned artwork commemorating the Cameron Peak Fire. They provide two copies to Berthoud Fire as a thank you for helping with the fire.

Battalion Chiefs

District Training Update – Chief Kuiken provided an overview of training planned for 2021.

Water Tender Delivery Status – Chief Kuiken explained that BME had ordered the wrong size chassis. As a result, they will have to re-order the correct axle. BME will be giving the District a \$9,000 credit.

Stephen Charles, Fire Chief

Fund Equity Planning – 2020 through 2026 – Chief Charles explained that to meet 35% fund equity for 2020-2026, approximately \$83,000 would need to be set aside each year into the District's reserves. As a result, the 2021 budget will need to be cut by that amount. Chief will be meeting with staff to determine what budget requests can be cut for this year.

Weld County Hazard Mitigation Plan – Town of Berthoud - Chief Charles completed the plan for the Town of Berthoud.

Strategic Plan – Employee Retention Goals & Objectives

Succession Plan – CPS HR

Chief Charles noted that CPS HR has been assisting with these plans. They should be finalized by July.

Station 3 Update – Aims Community College / TVEMS / DFPC -

Chief Charles stated that he met with Matt Branch from DFPC. DFPC was willing to help with covering the cost of a remodel to Station 1. The upstairs storage would be converted to office space allowing more space on the first floor for District and DFPC staff. He remarked that Aims was willing to provide space on their property east of I-25 for Station 3; however, it was awaiting approval.

DFPC was also interested in the Aims property.

TVEMS has expressed interested to have a bay, office and sleeping quarters at Station 3.

Berthoud Golden Links – Director's Position - Chief Charles informed that the director has new serious health condition. As a result, the District is awaiting communication on the future of Golden Links and the District.

Communication from Board of Directors / Open Discussion

Adjournment

Board President, Dan Hershman, called for a motion to adjourn at 7:06 p.m. Vice-President Mike Cook made the motion and Director Dave Shipley seconded the motion. The motion carried.



Priority



Important



Follow Up

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Signature Page

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Dan Hershman
President

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Mike Cook
Vice-President

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Gary Maqqi
Secretary

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Eric Ryplewski
Director

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Dave Shipley
Director