

Berthoud Fire Protection District Board of Directors Meeting Minutes

Date: Friday, March 12, 2021

Location: 248 Welch Ave., Berthoud, CO 80513

Time: 3:00 p.m.

Meeting Organizer: Jill Wilson (970) 532 – 2264

Agenda Items

Call to Order / Roll Call

Board Vice-President, Mike Cook, called the meeting to order at 3:01 p.m. Directors present were Vice-President Michael Cook, Secretary Gary Maggi Director Eric Ryplewski and Director Dave Shipley. President Dan Hershman was absent.

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

Board of Director Action

Recognition of the Pennock Family Donation

A small ceremony was conducted to acknowledge the Pennock family for their donation towards the renovation of the Berthoud Fire training facility and meeting rooms.

Review of the Agenda

Chief Charles noted that he had several additions. Motion by Director Dave Shipley to accept the agenda as presented with additions, seconded by Director Eric Ryplewski.

Public Comment

None

Consent Calendar

Approval of the February Financials

Approval of the Tuesday, February 16th Meeting Minutes

Motion by Director Dave Shipley to approve the consent calendar, seconded by Director Eric Ryplewski.

Personnel

None

Command Staff Communications

Deb Graves, Finance Director

2020 Tax Received / Weld County – Ms. Graves noted that the District had received \$692,000 of the \$776,000 of the funds that were to be received by Weld County.

Reserve Fund Account – Chief Charles stated that the District was asking for approval to open up a second reserve fund account. The intent was to put the Weld County funds into this account to help with the District's long-term reserve.

Director Dave Shipley stated that the District needed to be sure it was not a 'savings' account but understood this was just another mechanism to hold reserve funds.

Ms. Graves stated that it was to be for future use for the general fund.

Motion by Director Eric Ryplewski to establish an additional reserve fund account, seconded by Director Dave Shipley.

Jill Wilson, Chief of Staff

Lateral New Hire – Ms. Wilson stated that a conditional offer had been made and accepted by Mr. Ken Bradley. His start date was April 5th.

District Policies Reviewed / Utilization of Lexipol Policies – Ms. Wilson noted that all of the policies had been reviewed and pushed out to staff. Staff would have until May 1st to read and acknowledge the policies in Lexipol.

May Soricelli, Public Information/Public Relations Officer

Media Report - Ms. Wilson stated that the media report would be emailed out to the Board.

Operations Chief Stumpf

No Report

Battalion Chiefs

9/11 Commemorative Badges / BC Kuiken - Chief Kuiken presented the Board with 9/11 Commemorative Badges. Staff members were also issued badges to be worn from March 11 – October 11 to commemorate the 20-year anniversary of 9/11.


Stephen Charles, Fire Chief

Capital Facilities, Apparatus & Equipment Replacement Plan – Chief Charles explained that a more comprehensive report was needed, which would also tie in financial. As a result, he had reached out to the James Vincent Group to draft a proposal.

Insurance Services Office / District Survey – Chief Charles stated that all of the paperwork had been submitted. He explained the hurdles that were being presented from ISO regarding the long hose lay, which might not be allowed. A tender shuttle operation could be completed; however, the District did not have the new tender yet. The Board expressed their frustration with the ISO process.

Personal Development Plans / Personnel Performance Planning Guide / Personnel Evaluation & Professional Development Process Training – Chief Charles noted the progress of these plans/processes.

Capital Improvement – Chief Charles noted that hail damage was found on the roof/gutters. Insurance was contacted, and the gutters were set to be replaced. In addition, portions of the sidewalks outside of the building were heaving and sloping toward the building, which was causing water to drain under the building. The sidewalks need to be fixed; therefore, proposals for new concrete

 sidewalks were being obtained. Once obtained, those proposals would be brought back to the board for approval.

Communication from Board of Directors / Open Discussion





Adjournment

Board Vice-President, Mike Cook, called for a motion to adjourn at 4:36 p.m. Secretary Gary Maggi made the motion and Director Eric Ryplewski seconded the motion. The motion carried.

 **Priority**

 **Important**

 **Follow Up**

Signature Page

X



Mike Cook
Vice-President

X




Gary Maqal
Secretary

X



Eric Ryplewski
Director

X



Dave Shipley
Director