



## **Berthoud Fire Protection District Board of Directors Meeting Minutes**

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**Date:** Tuesday, December 14, 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 6:00 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, Battalion Chief Scott Lindschmidt, Chief of Staff Jill Wilson and Financial Consultant Ben Archer-Clowes.

#### **Pledge of Allegiance**

#### **Review of the Agenda**

Motion by Vice-President Mike Cook to accept the agenda as presented with addition of the Line of Credit Renewal, seconded by Secretary Gary Maggi.

#### **Public Comment**

None

#### **Consent Calendar**

Approval of the November 16, 2021 meeting minutes.  
Approval of the November 2021 Financials

Motion by Director Dave Shipley to approve the consent calendar, seconded by Vice-President Mike Cook.

#### Personnel

None

#### Board of Director Action

**Resolution 2021-1214A; Combined Resolution concerning the Adoption of a Budget and Appropriation of Funds for 2022**

Motion by Vice-President Mike Cook to approve Resolution 2021-1214A, seconded by Director Dave Shipley.

**Resolution 2021-1214B: Resolution to Set Mill Levies**

Motion by Director Eric Ryplewski to approve Resolution 2021-1214B, seconded by Vice-President Mike Cook.

**Set/Approve 2022 Schedule for Regular Board Meetings**

Motion by Secretary Gary Maggi to set and approve the schedule for the 2022 regular board meetings, seconded by Director Eric Ryplewski.

**Resolution 2021-1214E Appointing a Designated Election Official and authorizing the Designated Election Official to cancel election for the regular election to be held May 3, 2022.**

Motion by Director Dave Shipley to approve Resolution 2021-1214E, seconded by Secretary Gary Maggi.

#### Communications from Staff

Ben Archer-Clowes, Financial Consultant - James Vincent Group

**Review of 2022 Budget Documents**

Vice-President Mike Cook asked if potential ISO expenditures were addressed in the budget. Chief Charles stated not currently; however, if necessary, the budget would be amended at a later date.

Jill Wilson, Chief of Staff

**Set/Approve 2022 Schedule for Regular Board Meetings**

To be the second Tuesday of each month at 6:00 p.m. with the exception of the quarterly Pension Board meetings and then the Regular Board will meet immediately following but no later than 6:30 p.m. Set the October and December Board Meetings to comply with Colorado State requirements and deadlines.

**Resolution appointing a Designated Election Official and authorizing the Designated Election Official to cancel election for the regular election to be held May 3, 2022.**

Jill Wilson would be appointed the Designated Election Official. Three of the board members would be up for re-election.

**Berthoud Fire Line of Credit Renewal**

Mrs. Wilson noted that the renewal for the line of credit through Adams Bank and Trust needed signatures. Mr. Archer-Clowes stated that even though the District did not currently have a need for the line of credit, it would be in the District's best interest to keep it open.

Stephen Charles, Fire Chief

**Fire Station Deployment Analysis**

Chief Charles discussed the deployment analysis that had been completed, which showed an 87% coverage of the District if two new stations were erected to the north and to the east of Berthoud. He stated that he had been in contact with the Town regarding property east of the interstate. Vacant land had also been identified in the area of Berthoud Parkway and Highway 287. The Board agreed that the District should move forward with pursuing a purchase of ground to the north.

**Facility Use Reset / Station Remodel**

Chief Charles stated that an estimate was received to remodel or rebuild Station 1, which came to approximately \$5 million. As a result, the District was looking into a 're-purpose' of the building to convert rooms to bedrooms and bathrooms and move administrative staff to

the south portion of the building. The Board agreed for the District to move forward pursuing funding avenues for improvements.

**Professional Development**

Chief Charles noted that employee training was being completed, and automation of the process was also being worked on.

**2021 IFC Code Adoption**

Chief Charles noted that it was still in process and would be taken to the Town of Berthoud and the counties in 2022.

**Christmas Party / Awards Ceremony**

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


**Adjournment**

Board President, Dan Hershman, called for a motion to adjourn at 7:10 p.m.. Motion by Vice-President Mike Cook, seconded by Secretary Gary Maggi.

Signature Page

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Dan Hershman  
President

X 

Mike Cook  
Vice-President

X 

Gary Maqqi  
Secretary

X 

Eric Ryplewski  
Director

X 

Dave Shipley  
Director