

Berthoud Fire Protection District Board of Directors Meeting Minutes

Date: Tuesday, January 11, 2022
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 6:01 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, Battalion Chief Andrew Kuiken, Battalion Chief Nico Romero, Chief of Staff Jill Wilson and Financial Consultant Ben Archer-Clowes.

Pledge of Allegiance

Review of the Agenda

Motion by Director Dave Shipley to accept the agenda as presented, seconded by Secretary Gary Maggi.

Public Comment

None

Consent Calendar

Approval of the December Financials
Approval of the December 14, 2021 Meeting Minutes

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

Personnel

None

Board of Director Actions

James Vincent Group, Finance Consultants

Financial Report

Mr. Archer-Clowes asked to move the financial report to a discussion item next month as the financial reports would look differently now that the District was utilizing Quickbooks. Mr. Archer-Clowes wanted the chance to go over the new report in detail. The Board agreed to move the financial report to discussion side of the agenda moving forward.

Command Staff Communications

Jill Wilson, Chief of Staff

Designate Official Posting Place of Board Agenda - The District website shall be the official posting place of meeting agendas with the District Administrative Offices as a secondary location in exigent circumstances.

Motion by Vice-President Mike Cook to designate the District website as the official posting place of meeting agendas with the Administrative Offices as a secondary location in exigent circumstances, seconded by Director Dave Shipley.

Transition to Quick Books & Paylocity

Ms. Wilson noted that transition took place January 1st, and staff was working hard to implement the new systems.

2022 Election Training

Three board members would be up for re-election. The election was scheduled for May 3, 2022. Staff was attending training to prepare for the election.

Employee Performance Assessment Training Update

Ms. Wilson noted that the system was now being automated. Once automation was completed, staff would be trained on how to use the new system to conduct performance reviews.

Rob Stumpf, Operations Chief

Staffing Status Impacted by COVID

Chief Stumpf stated that eight staff members were off of work as a result of testing positive with Covid-19. A contingency plan had been created in case the District found itself with low levels of staffing due to illnesses.

Deployment to Marshall Fire

Chief Stumpf confirmed that the District did deploy to the Marshall Fire on December 30th and December 31st.

City of Loveland EVT Agreement / Start Date / Status

The agreement was in effect as of January 1st.

Stephen Charles, Fire Chief

Property North Station / U.S. Hwy. 287 By-pass & Berthoud Parkway

Chief Charles noted that he was continuing to work with attorneys and commercial property owners on possible properties available for purchase.

Property East Station / East Hwy 56 East of Interstate 25 – Town of Berthoud Property

Chief Charles noted that he was still working with the Town of Berthoud on property.

Process of Updating Nine Plans

-  **Fire Prevention**
-  **Emergency Response**
-  **Flood Response**
-  **Continuity of Operations Plan (COOP)**
-  **Health & Wellness**
-  **Staffing Needs Assessment**
-  **Capital Replacement**
-  **CWPP**
-  **Strategic Plan**

Battalion Chiefs / Account Technician

BC Kuiken Update on Marshal Fire Deployment

Chief Kuiken provided an overview of the Marshall Fire incident, and his role as a single resource while he was deployed.

Communication from Board of Directors / Open Discussion

Vice-President Mike Cook asked if the Board would approve him to make an ISO presentation to Little Thompson Water District and the Town of Berthoud. The Board felt that it was important to discuss ISO, and its importance to the community. As a result, they felt comfortable with Vice-President Cook moving forward with the presentations.

Adjournment

Board President, Dan Hershman, called for a motion to adjourn at 6:53 p.m.
Motion by Vice-President Mike Cook, seconded by Director Dave Shipley.

X 

Dan Hershman
President

X 

Mike Cook
Vice-President

X 

Gary Maqqi
Secretary

X 

Dave Shipley
Director

X 

Eric Ryplewski
Director