

# Berthoud Fire Protection District Board of Directors Meeting Minutes

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**Date:** Tuesday, July 12, 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 Vice-President Mike Cook, Director Eric Rypkowski and Director Dave Shipley. Secretary Gary Maggi was absent.

Others in Attendance: Fire Chief Steve Charles, Operations Chief Rob Stumpf, Battalion Chiefs Scott Lindschmidt and Andrew Kuiken, Ben Archer-Clowes, James Vincent Group, and Kelly Witte and Chris Daues, Rubin Brown.

### Pledge of Allegiance

### Review of the Agenda

Chief Charles asked to add hydrant flush testing to the agenda.

Motion by Vice-President Mike Cook to accept the agenda as presented with changes, seconded by Director Eric Rypkowski.

### Public Comment

None

### Consent Calendar

Motion by Vice-President Mike Cook to approve the May 10, 2022 meeting minutes, seconded by Director Eric Rypkowski.

### Personnel

None

## **James Vincent Group, Finance Consultants**

### **2021 Financial Audit**

Chris Duaes and Kelly Witte from Rubin Brown presented a briefing about the financial audit. Motion by Vice-President Mike Cook to accept the 2021 financial audit, seconded by Director Eric Ryplewski.

### **Financial Report Presentation**

Mr. Archer-Clowes presented the June financial report. He informed the board that the District was slightly over budget due to overtime and maintenance. Motion by Vice-President Mike Cook to accept the June financial report, seconded by Director Dave Shipley.

### **Capital Fund Presentation**

Mr. Archer-Clowes presented the Capital Fund Plan. Vice-President Mike Cook requested some definitions of the different type of apparatus to be added to the plan. President Dan Hershman asked about depreciation schedules, which Mr. Archer-Clowes stated were not considered in the funding of the plan. The board requested an amended copy of the plan be sent to them.

## **Executive Session**

Motion by Vice-President Mike Cook to go into an executive session at 6:49pm, seconded by Director David Shipley.

Kelley Duke, Ireland Stapleton, certified for record that the executive session constituted attorney client privilege, and the executive session would not be recorded. Motion by Director Dave Shipley to move out of executive session at 7:15pm, seconded by Vice-President Mike Cook.

## **Command Staff Communications**

### **Rob Stumpf, Operation Chief**

#### **Skid Steer alarm**

Chief Stumpf reviewed a unique call for an overturned skid steer.

**New Uniform and Patch:** Chief Stumpf briefed the board of a new non-nomex uniform and new shoulder patch that the District was going to switch to, which cost was half of the current uniform.

#### **Professional Standards**

Chief Stumpf briefed the board of a team of employees who have been assigned to develop a professional standards guide for the membership.

## Stephen Charles, Fire Chief

**Notice to terminate agreement: RAFT/Golden Links** A letter drafted by legal was reviewed and voted on to terminate the community use of the District building/public meeting rooms. Vice-President Mike Cook asked if any rooms would remain available for rent. Chief Charles, and the rest of the board, stated it would be at the Chief's discretion. Director Eric Ryplewski made a motion to terminate the agreement, and seconded by Director Dave Shipley.

### **Request for Proposal (RFP) – Draft in Process (Randell Johnson, AIA/LEED/AP Principal Infusion Architects, LLC**

Chief Charles briefed the Board on the RFP for remodel that was in process.

### **2023 General & Capital Fund**

Chief Charles briefed the board on plans to start budget planning for 2023 next month and that one meeting had already taken place

### **Firefighter For a Day / Monday, August 1st 09:00 to 13:00 Hours**

Chief Charles briefed the board of the District's plan to host kids camp again this year.

### **Updates: ESCI Site Visit 6/17 (CRA/SOC) / Engineer & Lieutenant Promotional Process Zoom Mtg.'s 7/1 & 7/6 / Surveyor Article 6/30 (7 Female Firefighters)**

Chief briefed the board on the Standards of Cover project, promotional process planning, and the article in the Surveyor.

## Board of Director Actions

**Approve 2021 Audit** approved

**Approve Financials** approved

**Approve Termination Agreement** approved

## Communication from Board of Directors / Open Discussion

None

## Adjournment

Vice-President Mike Cook made a motion to adjourn at 8:00 p.m., seconded by Director Shipley.

Signature Page

X 

Dan Hershman  
President

X 

Michael Cook  
Vice-President

X 

Dave Shipley  
Director

X 

Eric Ryplewski  
Director