

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

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**Date:** Tuesday, July 20, 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, Director Eric Ryplewski and Director Dave Shipley. Secretary Gary Maggi 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**

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

Board President, Dan Hershman, called to accept the agenda as presented. The motion carried.

#### **Public Comment**

None

#### **Consent Calendar**

Approval of the June Financials  
Approval of the June 15, 2021 meeting minutes

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

## Personnel

None

## Board of Director Action

1. Approve 2020 Financial Audit
2. Approve services agreement with the James Vincent Group
3. Approve Care Takers of Tradition Proclamation
4. Adopt Larimer County Hazardous Mitigation Plan by Resolution
5. Approve D S Constructors Station 1 drainage proposal

## Command Staff Communications

### Deb Graves, Finance Director

#### **2020 Audit Presentation Rubin Brown**

Kelly Witte with Rubin Brown presented the financial audit for 2020. Motion by Vice-President Mike Cook to accept the 2020 financial audit, seconded by Director Eric Rylewski.

### Jill Wilson, Chief of Staff

#### **PR/PIO Position Update**

Ms. Wilson stated that the position transitioned to an independent contract through the end of the year, at which time the District would determine contract renewal.

#### **Paylocity Update**

Ms. Wilson noted that the District was working to contract out payroll with Paylocity. The goal was for implementation to occur January 1, 2022.

#### **Professional Development Plan Update**

Ms. Wilson stated that the District was working with CPS HR on Professional Development Planning. Professional development matrices were created along with professional development plans, which included competency assessments, professional development progress checklists, and a professional development planning guide. The last step in the process was to develop performance evaluation

methods and implementation, which would include creating a new process, evaluation forms and training for staff.

### **Media Analytics Report for June 2021**

#### **Operations Chief Stumpf**

##### **Station 1/Station 2 Architectural Drawings**

Chief Stumpf mentioned that a first draft on space utilization plan drawings were received. Staff was reviewing and would bring more information back to the Board next meeting.

##### **CDOT Hwy. 56/I-25 Construction**

Chief Stumpf stated that he met with CDOT, Front Range Fire and other contractors to develop contingencies for the construction project. Highway 56 overpass was due to close August 1<sup>st</sup>, and there currently would be no access. The current plan was to utilize turnarounds on southbound ramps and mutual aid.

##### **Capital Replacement Plan Update**

Chief Stumpf noted an August 1st deadline to turn over information to James Vincent Group who would be helping to update the plan. Director Dave Shipley asked if the plan would include an inspection plan component with it. Chief Stumpf stated that he would look into that.

#### **Stephen Charles, Fire Chief**

##### **James Vincent Group Financial Services**

Chief Charles provided the Board with a scope of work for financial services as the District would like to contract with the James Vincent Group to provide financial services. Motion by Vice-President Mike Cook to approve a contract with the James Vincent Group, seconded by Director Eric Ryplewski.

##### **D S Construction Proposal / Drainage**

Melinda Denney and Troy Campbell with D S Constructors presented a proposal to fix/improve the drainage problems occurring at Station 1. There was water found in the ground, and it was believed that the water was going under the building and into

the foundation. The sidewalks are sloping towards the building, which showed that there are drainage issues. There was concern that the underground irrigation pipe may be causing some of the issues, and they were researching where the irrigation pipe was located. Ms. Denney presented a proposal to improve the drainage, which would include removal and replacement of concrete sidewalk and asphalt around the building. The proposed cost was \$221,628.00. The location of the irrigation pipe would be verified during construction. D S was also recommending that the pipe be relocated; however, it had not been committed to by the Town or Loveland Ditch who were majority owners of the pipe. Vice-President Mike Cook asked to see the pipe when it was located. President Dan Hershman asked how much was in the capital fund to make the expenditure? Vice-President Mike Cook wondered if it would be advantageous to have a perimeter drain installed when the repairs were being completed. Ms. Denney stated that an approximate start date of the project would be August 1<sup>st</sup>. Chief Charles explained that the Station 2 drive and apron project was allocated funds of \$171,000, which has been put on hold due to this issue. There was approximately \$500,000 in the capital budget for this year. As a result, the Station 2 funds would be reallocated and approximately \$50,000 would be deducted from the capital fund. President Dan Hershman stated that the scope of work for the proposal had been outlined, and the capital funding was available by switching the funding from Station 2 to this project. Motion by Vice-President Mike Cook to approve the reallocation of funds from Station 2 to Station 1 and to utilize \$55,000 of capital fund, seconded by Director Dave Shipley.

#### **Larimer County Hazardous Mitigation Plan / Adopt by Resolution**

Chief Stumpf explained that the federal government required agencies to have a hazardous mitigation plan if they wanted to be allowed the opportunity to have federal grant opportunities. The District was not currently working on any grant applications but would like the opportunity in the future. Motion by Director Dave Shipley to adopt the Larimer County Hazardous Mitigation Plan Resolution, seconded by Director Eric Ryplewski.

**Insurance Services Office Survey Update**

Chief Charles noted that all final documents had been submitted. The District would now wait for their determination and other requirements.

**Division of Fire Prevention & Control / Terminate Agreement**

Chief Charles noted that an official letter had been received by the Division terminating the IGA

**Provident Ins. Denial of Death Benefits / Josh MacDonald**

Chief Charles noted that the claim had been denied.

**Care Takers of Tradition Proclamation**

Motion by Director Eric Ryplewski to approve the Care Takers of Tradition Proclamation as presented, seconded by Director Dave Shipley.

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

None

**Adjournment**

Board President, Dan Hershman, called for a motion to adjourn at 8:40 p.m. Motion by Director Dave Shipley, seconded by Vice-President Mike Cook. The motion carried.

Signature Page

X 

Dan Hershman  
President

X 

Mike Cook  
Vice-President

X 

Eric Rypkowski  
Director

X 

Dave Shipley  
Director