

Berthoud Fire Protection District Meeting Minutes

Meeting Subject:
Board of Directors

Location:
248 Welch Ave.
Berthoud, CO 80513

Date:
Tuesday, July 21, 2020

Time:
6:00 p.m.

Meeting Organizer / Contact:
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, and Administrative Assistant Jill Wilson.

Pledge of Allegiance

Review of the Agenda

The agenda was reviewed and approved with the addition of a Personnel matter to be discussed in an executive session. Motion by Vice-President Mike Cook, seconded by Director Dave Shipley.

Public Comment

None.

Consent Calendar

Approval of the May 19, 2020 meeting minutes

Approval of the June 16, 2020 meeting minutes

Approval of the May and June 2020 Financials

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

Personnel

Moved to the end of the agenda.

Board of Director Action

Human Resource Consulting Services / Hourly Rate - Chief Charles stated that we have contracted with CPS HR Consulting. The contract between BFPD and CPS HR Consulting would be emailed to the Board.

Communications from Staff

Debra Graves, Financial Director

Sick Leave Policy Recommendation – Ms. Graves was not in attendance. Chief Charles stated that CPS HR Consulting had reviewed the District’s sick leave policies and had come up with recommendations to amend our policy, which would include increasing the maximum sick leave, creating a sick leave bank, and looking into short/long term disability.

Worker’s Compensation Status / Joshua Macdonald – Chief Charles noted that workers comp. did not recognize the death as a LODD. He noted that Mr. Macdonald had personally filed a lawsuit against workers compensation, and he was unsure if that lawsuit would still be pursued after his death.

Rob Stumpf, Operations Chief

Class A's All Uniform Staff – Chief Stumpf noted that Class A uniforms were ordered for all staff and received prior to the Josh Macdonald funeral. He acknowledged Lt. Forbis for heading up the task. Chief Charles noted that it was a budgeted item for the year.

LODD Funeral / Fire Investigator Joshua Macdonald – Chief Stumpf explained the logistics of organizing the funeral.

Wildland Fire

- ✦ **Weather & Fuel Projections**
- ✦ **Agency Readiness Apparatus / Staffing**
- ✦ **Facebook Presentation**

Chief Stumpf provided an overview of the region's risks and showed the Colorado Wildfire Information Facebook page to the Board.

May Soricelli, PIO

Ms. Soricelli was not in attendance and items were not discussed.

LODD Funeral Media Coverage

- ✦ **Local Coverage**
- ✦ **State / National Coverage**

June Media Report

2019 Annual Report

Jill Wilson, Administrative Assistant

BACC Branding / In Process / Projected Cost – Ms. Wilson presented a mockup of the proposed signage for the west and south doors. The projected cost was a little over \$6000.00.

Secretary Maggi suggested removing the word 'annex' from the sign over the south door. Director Ryplewski suggested adding the District's logo to the sign over the west door.

\$15,000.00 Donation - Chief Charles provided an overview of citizen concerns regarding the community center renovation. One concern was the echo in the building. Ms. Wilson stated that a \$15,000 donation had been donated by Mr. & Mrs. Banzhaf to go towards soundproofing the meeting rooms.

IGA W/Golden Links & R.A.F.T. – Ms. Wilson stated that the IGA had been signed by both Golden Links and R.A.F.T..

Continuity of Operations Plan / Regarding Pandemics

✚ Administrative Staff's Ability to Work Remotely

Ms. Wilson explained administrative staff now has the ability to work remotely if needed using VPN.

Battalion Chief's

Battalion Chief Kuiken

✚ **Training & Meeting Rooms Acoustics** - BC Kuiken had contacted vendors to obtain bids for sound proofing for the training room and meeting rooms. The lowest bid was coming in around \$45,000-\$55,000. Chief Charles asked for the Board's authorization to fund \$30,000 out of the capital budget in addition to the \$15,000 donation. Vice-President Cook expressed concerns about spending that amount. Discussion ensued regarding materials and installation. President Hershman asked that alternative options be examined before moving forward with the project.

✚ **Status of BME Tender / Status of Current Water Tender** – Chief Kuiken stated that delivery would not be until the end of the year.

Stephen Charles, Fire Chief

July 3rd Fireworks Complaint Filed W/DFPC – Chief Charles noted the complaint received, which had been addressed.

COVID 19 Larimer County AAR / Thursday, June 25th - Chief Charles noted that he attended the After Action Review hosted by Larimer County.

Fire Flow & Staffing / Water Supply Group – Chief Charles noted the future operational challenge with training the firefighters.

Human Resource Consulting Services

- Review & Proposals of Sick & Vacation Time
- Professional Succession Plan
- Step Pay

Chief Charles remarked that CPS HR Consulting would be assisting in the review of these items and providing recommendations.

Personnel

President Hershman made a motion to enter into an executive session to discuss personnel matters. Vice President Michael Cook seconded the motion. Motion was carried.

Executive Session ended and motion to return to the regular session of the Board Meeting was made by President Dan Hershman at 7:29 p.m. Director Dave Shipley seconded the motion. Motion was carried.

Communication from Board of Directors / Open Discussion

Adjournment

Board President, Dan Hershman, called for a motion to adjourn at 7:44 p.m. Director Dave Shipley made the motion and Vice-President Mike Cook seconded the motion. The motion carried.

-  Priority
-  Important
-  Follow Up

Signature Page

X 

Dan Hershman
President

X 

Mike Cook
Vice-President

X 

Gary Maqqi
Secretary

X 

Eric Ryplewski
Director

X 

Dave Shipley
Director