

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

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**Date:** Tuesday, August 18, 2020  
**Location:** 248 Welch Ave., Berthoud, CO 80513  
**Time:** Immediately following the Pension Board Meeting – No later than 6:30 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 6:39 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 Chiefs Andrew Kuiken and Scott Lindschmidt, Finance Director Debra Graves and Administrative Assistant Jill Wilson.

**Pledge of Allegiance**

**Review of the Agenda**

The agenda was reviewed and approved with the addition of information on the Cameron Peak Fire, RAFT 5013(C) and FMLA policy. Motion by Director Dave Shipley, seconded by Secretary Gary Maggi.

**Public Comment**

None.

**Consent Calendar**

Approval of the July 2020 Financials  
Approval of the July 21, 2020 meeting minutes

Motion by Vice-President Mike Cook to approve the consent calendar, seconded by Secretary Gary Maggi.

#### **Personnel**

**None**

#### **Board of Director Action**

**Approve Purchase & Installation of Sound Absorbing Panels**

#### **Communications from Staff**

##### **Debra Graves, Financial Director**

**No Items to Report**

##### **Rob Stumpf, Operations Chief**

Chief Stumpf provided an overview of the “Back the Blue” Rally that occurred on Saturday, July 26<sup>th</sup> and the “Black Lives Matter” Rally that occurred on Sunday, August 1<sup>st</sup>.

He discussed the Strengths, Weaknesses, Opportunities & Threats (SWOT) analysis that was completed after the rallies.

**Pine Gulch Fire / Grand Junction Deployment** - Chief Stumpf stated that on August 3<sup>rd</sup> a three-person crew was deployed for a 14-day deployment.

**Cameron Peak Fire / Deployment** - Chief Stumpf stated that the night the fire started a Type 6 Engine was deployed to provide mutual aid for 24 hours or less. When that crew returned, a Type 3 Engine was deployed to run night operations for structure protection. The crew included two BFPD firefighters and one firefighter from Frederick/Firestone.

**Engineer Process** – Chief Stumpf noted that the District was doing an internal recruitment for an Engineer position. There were currently four applicants. Director Ryplewski asked if there were training requirements for the position. Chief Stumpf replied yes and listed those requirements.

### **Staffing Requirements for Support Company / Water Supply Group**

- Chief Stumpf provide an overview for potential staffing of the new water tender in order to meet ISO requirements. He provided a staffing model, which modeled staffing scenarios of 10-12 crew members on each shift at all times to cover all duty requirements.

### **May Soricelli, PIO**

**On Leave Through Thursday, August 27<sup>th</sup> / FMLA**

### **Jill Wilson, Administrative Assistant**

**Signs for the District / Cost & Completion Date** – Ms. Wilson updated that a sign permit was applied for, and the new signage should be installed by the end of September.

**Following Installation of Signs / Reception for Pennock's & Open House** - Ms. Wilson stated that after the installation of the signage and a few other items were completed, an open house reception would be scheduled to acknowledge the Pennock's donation and let community members see the renovated facility.

**Letter from R.A.F.T. Regarding 501C3** – Ms. Wilson mentioned that a letter was received from RAFT stating that they were applying for their own 5013C as they were currently under GoldenLink's. Once under their own 5013C, a new agreement would be drafted between the District and RAFT.

### **Battalion Chief's**

**Sound Absorbing Panels / Kuiken** - Chief Kuiken stated that the feedback and suggestions provided at the July Board meeting were considered. He looking into a variety of materials and performed calculations to determine potential panel install costs. He compared his calculations to three different quotes he received. From those comparisons, the bid from DS Constructors was the most reasonable and made the most sense. Their quote came to \$36,731.00. Chief Charles stated that if the kitchen was removed from the quote, the total cost would be \$31, 672.00. With the \$15,000 donation that

was received, that would leave the District responsible for \$16,672.00.

Motion by Vice-President Mike Cook to approve sound/acoustic paneling for the facility excluding the kitchen in the amount of \$16,672.00, seconded by Director Dave Shipley.

**Firehouse Success & Firefighter Marriage / October 10<sup>th</sup>** - Chief Kuiken noted the seminar would be held at Station 1 for any of the staff and their significant others to attend. He mentioned that the cost of the class was being split with Platte Valley Fire Protection.

**Larimer County Wide CAD Interface** – Chief Lindschmidt noted that the CAD 'go live' date for both stations would be on September 15<sup>th</sup>. He stated that all station alerting would be 100% live by next year.

**Water Tender Status / Sale of Current Water Tender** – With the new water tender not being delivered until the end of the year, Chief Stumpf wondered about the timing of selling the current water tender. He recommended selling it now if Loveland Fire could commit to coverage until the new tender arrived. President Dan Hershman stated that if there was a commitment in place for coverage then he did not see an issue with selling the current water tender now.

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

**Sick Leave Policy Update**  
**Sick Leave Sharing Policy**  
**Critical Illness Leave of Absence**  
**Leave to Seek Protection**  
**FMLA**

Chief Charles stated that the District had been working with CPS HR Consulting, and all of the above policies had either been created or updated. A meeting was set for August 25<sup>th</sup> with CPS HR to discuss succession planning.

**Organizational S.W.O.T. / Support Group / Water Supply Group Gaps in Capabilities** - Chief Charles mentioned that this was being examined in order to look at the big picture and the future of the District.

**Filed PSOB Both Part A & Part B on Behalf of Lauryn Macdonald** – Chief Charles noted that this had been filed in order to determine if death benefits could be received.

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

Director Dave Shipley noted that he would not be at the September 15, 2020 meeting.

**Adjournment**

Board President, Dan Hershman, called for a motion to adjourn at 7:53 p.m. Vice-President Mike Cook made the motion and Secretary Gary Maggi 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