

Berthoud Fire Protection District Board of Directors Meeting Agenda

Date: Tuesday, February 16, 2021

Location: 248 Welch Ave., Berthoud, CO 80513

Time: 6:30 p.m. or immediately following the Pension Board Meeting at 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 6:24 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, PIO May Soricelli, and Chief of Staff Jill Wilson.

Pledge of Allegiance

Review of the Agenda

Chief Charles noted that he had several additions. Motion by Vice-President Mike Cook to accept the agenda as present with additions, seconded by Director Dave Shipley.

Public Comment

Jerry Ward updated the Board regarding the hose cart, which was in Colorado Springs. He stated that the hope was to have it re-stored by Berthoud Day. He stated that old Engine 1 was scheduled to go to the body shop to fix dings and paint chips. It would then be tuned up and have some engine work done. A place to exhibit both was being looked into.

Care Takers of Tradition Presentation – Presented a letter and bell to the Berthoud Firefighters in memory of Wuanita Van Thyne.

Consent Calendar

Approval of the January 2021 Financials unaudited
Approval of the January 19, 2021 meeting minutes

Motion by Director Dave Shipley to approve the consent calendar, seconded by Director Eric Ryplewski.

Personnel

None

Board of Director Action

Approve Contract with CPS HR Consulting

Command Staff Communications

Deb Graves, Finance Director

Chief Charles noted that the District received notification that the 2020 Weld County funds would be received in full in March 2021.

May Soricelli, Public Information/Public Relations Officer

Ms. Soricelli provided an overview of the January Media Report. She stated that the 2020 annual report was close to being finalized. She also noted that she did a podcast with the Berthoud Chamber of Commerce for BFPD and that an internal monthly station newsletter was being drafted to provide updates to staff. Director Dave Shipley stated that he enjoyed the media report, which provide a lot of good information in a quick reference format.

Jill Wilson, Chief of Staff

Recognition of Pennock Family Donation – Ms. Wilson stated that the Pennock family confirmed that March 12 would work to hold the reception. As a result, the Board Meeting would be moved from March 16, 2021 to March 12, 2021. The Pennock Family stated that

the Board could determine the time held. The Board suggested holding the meeting/reception in the afternoon.

Lexipol / Administrative Policy Transition Update- Ms. Wilson updated the Board on the transition to Lexipol. She stated that the goal was to have all policies in Lexipol by March 1.

Lateral Firefighter Recruitment Update- Ms. Wilson stated that a total of 10 applicants had applied for the position. Five were chosen to move forward in the process.

Operations Chief Stumpf

District Plans / Update

- **CWPP BC Romero / Anchor Point Consulting**
- **Fire Prevention Plan / FF Crotty**
- **Emergency Response Plan / Lt. Berger**
- **CIP Apparatus & Facilities / Chief Stumpf & BC Lindschmidt**
- **Standard of Cover / Chief Stumpf**
- **Continuity of Operations / Chief Charles & Chief Stumpf**
- **BNSF Threat Assessment / Lt. Berger**

Pulse Point Project / Update – Chief Stumpf explained that there were two components to PulsePoint - Pulsepoint Respond and PulsePoint AED. PulsePoint Respond was the long-term goal. In the meantime, Pulsepoint AED will be utilized. He mentioned that PulsePoint AED had a great marketing toolkit. He stated that the District would be working to inventory and register all AEDs in Town. He also mentioned that citizens could also download the app and register an AED, which the District would receive notification of and approve. It would then be a publicly visible AED for the Pulsepoint AED app.

Vice-President Mike Cook remarked that potential grants may be a good idea to get more AEDs in the community.

Battalion Chiefs

Fuel Mitigation Presentation / Battalion Chief Nico Romero

Chief Stumpf reiterated that Chief Romero and Chris White were working on the Community Wildfire Protection Plan.

Water Supply Presentation / Battalion Chief Andrew Kuiken

Chief Kuiken stated that this presentation was given at the State Chief's conference. He presented an overview of the Districts water supply and long hose lays.

Stephen Charles, Fire Chief

Professional Development Matrices / CPS HR Consulting

- **Succession Plan**

Chief Charles noted that the first phase in completing the succession plan had been completed, which were the professional development matrices.

Personal Development Plans / Personnel Performance Planning Guide

- **(\$6,125.00) CPS HR Consulting**

Personnel Evaluation and Professional Development Process Training

- **(\$13,600.00) CPS HR Consulting**

Chief Charles stated that the District would work directly with CPS HR. The development plans and evaluations would be specifically designed for the District and would provide training to staff. He noted that this was not in the 2021 budget; however, there were now additional funds that had been received to help cover the cost. He also mentioned that the District was working with CPS HR to conduct an employee survey.

Director Dave Shipley expressed his support of the process. Vice-President Mike Cook agreed with Director Shipley. He mentioned that the cost to development and complete would help to retain employees. This could be compared to the cost of replacing people.

President Dan Hershman stated that the process was also helping the District to follow through with the strategic plan.

Motion by Vice-President Mike Cook to approve the contract with CPS HR, seconded by Director Dave Shipley.


**Care Takers of Tradition Proposal / Berthoud Historical Society
McCarty – Fickle House**
Chief Charles stated that the proposal was still in process.

ISO Preparation / Week of March 1st - Week of March 15th

Communication from Board of Directors / Open Discussion
None

Adjournment

Board President, Dan Hershman, called for a motion to adjourn at 7:40 p.m. Vice-President Mike Cook made the motion and Director Dave Shipley seconded the motion. The motion carried.

-  **Priority**
-  **Important**
-  **Follow Up**

Signature Page

X 

Dan Hershman
President

X 

Mike Cook
Vice-President

X 

Eric Ryplewski
Director

X 

Dave Shipley
Director