

# Berthoud Fire Protection District Meeting Minutes

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**Meeting Subject:**  
Board of Directors

**Location:**  
Berthoud FPD  
275 Mountain Ave., Berthoud

**Meeting Organizer / Contact:**  
Debra Graves (970) 532 – 2264

**Date:** 01/21/2020      **Time:** 6:00 p.m.

## Agenda Items

### Call to Order / Roll Call 6:00 p.m.

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 Stephen Charles, Operations Chief Rob Stumpf, Finance Director Debra Graves, Battalion Chief Scott Lindschmidt, Battalion Chief Andrew Kuiken, Battalion Chief Nico Romero, PIO May Soricelli and Administrative Assistant Jill Wilson.

### Pledge of Allegiance

### Review of the Agenda

The agenda was reviewed and approved with the addition of the following items:

- designate the emergency posting place for agendas
- update Positive Pay with Adams Bank & Trust.

Motion by Vice-President Michael Cook, seconded by Director Dave Shipley.

### Public Comment

None

### Consent Calendar

Approval of the December 10, 2019 meeting minutes.

Approval of the December Financials Unaudited

Motion by Vice-President Michael Cook to approve the consent calendar, seconded by Director Eric Ryplewski.

### Personnel

None

## **Board of Director Action**

**Pass Resolution allowing DEO to cancel election as needed** – Motion by Secretary Gary Maggi to pass Resolution 2020-12120 Appointing the Designated Election Official and Authorizing the Designated Election Official to Cancel Election, as needed. Seconded by Director Eric Ryplewski.

**Approve Community Meeting Room Fees** – Chief Charles stated that the updated fees and contract were not ready for review and would be brought to the next meeting.

**Designate a Posting Place for Board Agendas** – Ms. Graves stated that in 2019 a resolution was passed to designate the official posting place as the website. An emergency posting place needed to be designated, which would be Station 1. Motion by Vice-President Michael Cook to designate Station 1 as the emergency posting place for Board agendas, seconded by Director Dave Shipley.

**Update Positive Pay with Adams Bank & Trust** – Ms. Graves explained Positive Pay, which requires an authorized signature if an amount is above a certain amount. It is requested to increase that authorized amount, and a signature from the Board is needed from Adams Banks to increase the authorized amount. Motion by Vice-President Michael Cook to update the Positive Pay amount, seconded by Director Dave Shipley.

## **Communications from Staff**

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

**Update on Audit plans and election** – Ms. Graves noted that the auditors came January 9<sup>th</sup> and would return in April to finalize the audit.

Ms. Graves explained the change to Board term limits due to House Bill 2018-1039. For Directors elected in May 2020 and May 2022, their term would be limited to 3 years. In 2023, the normal election cycle would resume, and all open seats would return to 4-year terms.

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

**Staffing Update: Training BC position / Shift BC positions / Firefighter positions & Lt. positions** – Chief Stumpf explained that all new Battalion Chiefs completed the same training as other agencies to allow for consistency. Seven applicants for the firefighter position were offered and accepted. Four new lieutenant positions were in process to be hired with the goal to have two lieutenants on each shift at each station.

**Apparatus Update: Ford Transit Water Rescue / Water Tender / Medical Response Squads & BC Response Vehicle** – Chief Stumpf gave an update on the apparatus. He noted that the Battalion Chief's would not respond to calls in an engine but rather in their own vehicle.

**DFPC / BFPD 2020 IGA** – Chief Stumpf gave an overview of the updated IGA for co-staffing of DFPC's engine.

### **May Soricelli, Public Information Officer**

**Update Mtg. W/Mayor Karspeck** – Ms. Soricelli gave an overview on the meeting, which was in regard to an oil and gas moratorium that was being considered by the Town Board. She stated that she explained to the Mayor how it could impact the fire district.

She also provided the Board the analytics report for December.

Ms. Soricelli mentioned her consideration to run for the Town Board in the next election. After a short discussion, there was a general consensus from the Board that there would be no issue if Ms. Soricelli ran for a seat on the Town Board.

### **Battalion Chief**

**Update / Demonstration Training Room / Kuiken** – Chief Kuiken stated that he would provide at demonstration of the training room at the end of the meeting.

**Update / Training Plan / Kuiken** – Chief Kuiken stated that a training plan had been created, and he went over the hours of training that would occur per shift and per firefighter.

**Update / Station Alerting / Lindschmidt**- Chief Lindschmidt explained that the apparatus numbering had changed to align with the new county wide dispatch system that would go into effect on March 24. He also mentioned that on March 24, automated dispatching would go into effect.

**Update / 2020 Wildland Fire Predictions / Romero** – Chief Romero provided an overview of the wildland fire predictions and the planning level readiness study.

**Update / District Response Preparedness & Capability / Romero**- Chief Romero stated that the district had a great response level due to BFPD's current staffing and with DFPC on site. He also mentioned that the new recruits would be receiving wildland fire training.

**Update / Introduction of Battalion Chief Fenderson** – Chief Charles stated that he planned to introduce new Battalion Chief Fenderson to the Board; however, Chief Fenderson had a family emergency and was unable to attend the Board meeting.

## **Stephen Charles, Fire Chief**

### **Discussion / Community Room Rental Fee**

### **Discussion / Original Ballot Language**

### **Discussion / IGA's With Golden Links / R.A.F.T. / Volunteers of America**

Chief Charles discussed the renovation of the community rooms, and the new vision for the center. He showed the Board how the center could be marketed differently and provided examples of prices and set-ups of other community meeting rooms in the northern Colorado region. He also mentioned that the community center had more expenses going out than revenue coming in. He went over the original ballot language for when the community center was approved. He also discussed creating new IGA's with the Golden Links and R.A.F.T. Golden Links was also working with Volunteers of America (VOA) to provide meals two days a week in the community center at no cost. A memorandum of understanding between BFPD and VOA was currently being reviewed.

Director Ryplewski noted that there was nothing in the original ballot language that stated it was a community center. He felt that it was time to make some changes and updates.

Director Shipley stated that there should be specific guidelines and operations set forth. The types of uses could be listed but the center would need to be sure to meet the expectation of what was approved with the original bond issue.

Vice-President Cook stated that we should be mindful of changes and impacts to the people that had used the building over the years. He stated that he was supportive of the Volunteers of America program. He noted that new agreements needed to be drafted that outlined the rules going forward; however, it should be kept in mind that people had an expectation of what the facility would provide due to the original bond issue and agreements.

Director Shipley asked if there would be a monitor for the facility.

Chief Charles stated no; however, it was being looked into.

**Edit Name of Facility / Signage Above South Entrance**

**Example:**

**Berthoud Fire Protection District  
Phil Pennock Training Facility  
Community Meeting Rooms**

**Or**

**Berthoud Fire Protection District  
Phil Pennock Training Facility  
Meeting Room Annex**

Chief Charles noted the examples of possible new facility names.

Director Shipley felt it was appropriate to change the name especially with the generous donation by the Pennock family.

The Board asked that a new, proposed facility name be brought to the next meeting. Chief Charles stated that he would also bring the new contract for the Board to review.

**Adjournment**

Board President, Dan Hershman, called for a motion to adjourn at 7:43 p.m. Motion by Vice-President Michael Cook, seconded by Secretary Gary Maggi.

Signature Page:

X 

Dan Hershman  
President

X 

Michael Cook  
Vice-President

X 

Garry Maqqi  
Secretary

X 

Eric Ryplewski  
Director

X 

Dave Shipley  
Director