

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

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**Date:** Tuesday, November 17, 2020

**Location:** Remote – Video/Call-In (Instructions Attached)

**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 6:13 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, Finance Director Debra Graves, PIO May Soricelli, and Administrative Assistant Jill Wilson.

#### **Pledge of Allegiance**

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

The agenda was reviewed and approved with no additions. Motion by Vice-President Mike Cook to accept the agenda as presented, seconded by Director Eric Ryplewski.

#### **Public Comment**

None

#### **Consent Calendar**

Approval of the October 2020 Financials

Approval of the October 13, 2020 meeting minutes

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

**Personnel**

None

**Board of Director Action**

**Command Staff Communications**

**Rob Stumpf, Operations Chief**

**Covid-19 Protocols**

Chief Stumpf explained that coronavirus protocols had been increased and updated to be in line with the CDC and Colorado Public Health due to firefighters testing positive for the virus. After a second firefighter tested positive the District escalated the protocol to a Level 3, which required shifts were to be in pods with no intermingling, no shift changes, contactless shift change, and no one sharing sleeping quarters. The administrative office was also closed.

**Civil Unrest Task Force / Everbridge Notification**

Chief Stumpf stated that the civil unrest task forces were built on Everbridge and complete prior to election day. Chief Charles stated that LETA will also be able to provide help with emergency responses.

**Belford Watkins Group, LLC Architects / Station 3 (Future)  
Site Design Criteria / Building Program Design Criteria**

Chief Stumpf stated that the District will be meeting with the Group to fine tune floor plans.

### **Deb Graves, Finance Director**

#### **2020 Revenue / Expenditure Questions**

#### **2021 Revenue / Expenditure Questions**

Ms. Graves received a letter from Weld County, which showed another reduction in gas and oil.

#### **Preliminary Budget Report**

Ms. Graves stated that the budget will stay about the same as previously presented; however, there have been a few budget cuts.

#### **Line of Credit Renewal**

Ms. Graves stated that the renewal will need to be signed by Chief Charles and President Dan Hershman.

### **May Soricelli, Public Relations Officer**

#### **2019 Annual Report**

Ms. Soricelli completed the 2019 annual report, which was sent to the Board. She noted that the report was now in a digital format. Chief Charles complimented Ms. Soricelli on the quality of the report.

### **Jill Wilson, Executive Assistant**

#### **Reserve Firefighter Recruitment**

Ms. Wilson stated that a reserve firefighter recruitment was currently underway. Applications were due on November 20<sup>th</sup>, with skills assessments scheduled for November 30, and Oral Boards scheduled for December 1.

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

#### **James Vincent Group Fund Balance Study**

Chief Charles noted that a conservative approach was taken by reducing gas & oil along with eliminating wildfire revenues due to the inconsistency from year to year. The Group was recommending a fund balance of 35%.

President Dan Hershman noted that it was important to have a fund balance.

Chief Charles stated that 3% that tabor requires was a restricted fund balance along with impact fees. He stated that after the first of the year the Group could present to the Board.

**Fire Station 3 / Cost Increase / Location Options**

Chief Charles stated that an IGA was completed with the Town of Berthoud to house the building on Town property; however, during the plan review process the site was determined to be in a flood zone. Due to this, he reached out to Aims Community College as they owned ground west of that site. He planned to discuss a lease option or the possibility of purchasing a portion of the land. If those were not options, then the building would be sold, and all money spent on the building would be recouped.

**High Performing Government Map**

Chief Charles stated that he had been working with Chief Stumpf to outline sustainability and continuity of services within the high performing government map.



**Battalion Chief's**

**Sound Panels Installed**

Chief Kuiken stated that the panels were installed, and the echo had been reduced.

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


## Adjournment

Board President, Dan Hershman, called for a motion to adjourn at 6:46 p.m. Director Eric Ryplewski made the motion and Director Dave Shipley seconded the motion. The motion carried.



Priority



Important



Follow Up

## Signature Page

X 

Dan Hershman  
President

X 

Michael Cook  
Vice-President

X 

Gary Maqqi  
Secretary

X 

Eric Ryplewski  
Director

X 

Dave Shipley  
Director