

Berthoud Fire Protection District Board of Directors Meeting Minutes

Date: Tuesday, October 11, 2022
Location: 248 Welch Ave., Berthoud, CO 80513
Time: 6:00 p.m.
Meeting Organizer: Jill Wilson (970) 532 – 2264

Agenda Items

Call to Order / Roll Call

Board Vice-President, Mike Cook, called the meeting to order at 6:00 p.m. Directors present were Secretary Gary Maggi, Director Eric Ryplewski and Director Dave Shipley. President Dan Hershman was absent

Others in Attendance: Fire Chief Steve Charles, Battalion Chiefs Scott Lindschmidt and Andrew Kuiken, Ben Archer-Clowes, James Vincent Group, and Jill Wilson, Chief of Staff.

Pledge of Allegiance

Review of the Agenda

Motion by Secretary Maggi to accept the agenda as presented, seconded by Director Shipley. The motion carried unanimously.

Public Comment

None

Consent Calendar

Approval of the September 13, 2022 Meeting Minutes
Motion by Director Shipley to approve the September 13, 2022 meeting minutes, seconded by Secretary Maggi. The motion carried unanimously.

Personnel

None

James Vincent Group, Finance Consultants

Financial Report Presentation

Mr. Archer Clowes provided an overview of the report. Vice-President Cook asked for an added spreadsheet to review wildland revenues/expenses.

Motion by Secretary Maggi to approve the September financial report, seconded by Director Ryplewski. The motion carried unanimously.

2023 Budget Presentation

Mr. Archer Clowes presented a preliminary 2023 budget, which met the District's statutory requirement. The District was still working on the budget and potential cuts to the budget. The goal was to have a Board worksession prior to the November meeting to discuss the budget in order to obtain direction from the Board. He went through the draft budget and discussed proposed personnel expenditures, operational expenditures, and reserve funding. The 5-year projections were reviewed and fluctuations in assessed values that the District saw each year were discussed. Mr. Archer Clowes stated that those projections were currently based off of 3% and needed to determine if the Board felt that was acceptable, which decision would be based on how much oil and gas revenues to include.

Director Ryplewski noted that it would be helpful to analyze how much oil and gas revenue was from production, equipment, etc.

Mr. Archer Clowes mentioned that impact fees were not included in the operational budget and an additional discussion regarding the capital budget needed to occur.

Director Ryplewski asked if there would be any additional staffing added for 2023.

Chief Charles stated that the worksession would be a good place to discuss the direction of the District ie: staffing, dive team, special programs. The functionality of the District and its programs needed to be examined.

The Board wanted to make sure the District was meeting its operational needs from a staffing perspective in addition to its ISO needs and requirements.

It was confirmed that a Board worksession to further discuss the budget would be held on November 8th at noon with the Board meeting also moved to be held at the conclusion of the worksession.

Command Staff Communications

Jill Wilson, Chief of Staff

Lieutenant Process Results

Ms. Wilson stated that Engineer Jim Thompson was promoted to Lieutenant. She also noted that the process with CPS HR was well received and went very well.

Engineers Process / Thursday, Oct. 10th & Friday, Oct. 11th

Stephen Charles, Fire Chief

Position Vacancy / Division Chief of Operations

Chief Charles noted that the position would not be filled until the first of the year.

Compensation Philosophy Document

Chief Charles stated that currently step pay plans were not possible due to budgetary constraints. As a result, he was looking to find another way to base compensation on.

Professional Standards Manual / Process Continues Through Staff

Board of Director Actions

Approve Financials - Approved

Communication from Board of Directors / Open Discussion

Adjournment

Board Vice-President, Mike Cook, motioned to adjourn at 6:53 pm. This received unanimous approval.


Signature Page

X




Michael Cook
Vice-President

X



Gary Maqqi
Secretary

X



Dave Shipley
Director

X



Eric Rypkowski
Director