

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

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**Date:** Tuesday, September 15, 2020

**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 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, and Director Eric Ryplewski. Director Dave Shipley was excused.

Others in Attendance: Fire Chief Steve Charles, Operations Chief Robert Stumpf, Battalion Chiefs Andrew Kuiken and Scott Lindschmidt, Finance Director Debra Graves, Fire Marshal Joe Jaramillo, and Administrative Assistant Jill Wilson.

#### **Pledge of Allegiance**

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

The agenda was reviewed and approved with no additions. The executive session would be moved to the end of the agenda. Motion by Vice-President Mike Cook to accept the agenda as presented but move the executive session to the end of the agenda, seconded by Secretary Gary Maggi.

#### **Public Comment**

None

#### **Consent Calendar**

Approval of the August 2020 Financials

Approval of the August 18, 2020 meeting minutes

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

**Board of Director Action**

**None**

**Command Staff Communications**

**Joe Jaramillo, Fire Marshal**

**Update on Plan Reviews & Inspections – Mr. Jaramillo updated the Board on inspections and plan reviews. He thanked the Board for using Fire Marshal Services.**

**Shift Battalion Chief's**

**CAD to 'Go Live' September 15<sup>th</sup> County Wide/BC Lindschmidt - Chief Lindschmidt stated that 'closest unit dispatch' was now live throughout Larimer County, which meant that the closest unit would be dispatched to the incident. In October, the District would be going 'live' with station alerting and in November, automated dispatching. President Dan Hershman verified that there was still a dispatcher backup? Chief Lindschmidt replied yes. Director Eric Rypkowski asked if LCSO was on the same system. Chief Lindschmidt stated that all agencies in Larimer County were on the system including TVEMS.**

**May Soricelli, Public Information / Community Affairs**

**Annual Report**

**July / August Media Report**

Ms. Soricelli was not in attendance and items were not presented.

**Andrew Kuiken, Training Battalion Chief**

**Status on Lexipol** – Chief Kuiken provided an overview on Lexipol, which was a database for policies. He noted that it provided up-to-date policies for the District all in one place.

Jill Wilson noted that staff was requesting to merge all policies into Lexipol. As a result, the District was currently working with CPS HR to start that process.

**Rob Stumpf, Operations Chief**

**Engineer Process** – Chief Stumpf noted that there were four candidates. Assessment and interviews would take place on September 25<sup>th</sup>.

**Update on Deployment & Status on Cameron Peak Fire** - Chief Stumpf mentioned that three full crew rotations had been deployed to the fire in addition to some single resources.

**Deb Graves, Finance Director**

**Update on 2021 Unofficial Revenues & Budget** – Ms. Graves stated that the preliminary figures showed an increase in revenue for Larimer County, a decrease in revenue for Weld County, and a minor increase in revenue for Boulder County. The assessed values for Larimer county increased but the assessed values in Boulder and Weld Counties stayed about the same.

**Jill Wilson, Administrative Assistant**

**Facility Signage** - Ms. Wilson stated that the installation of the signage should occur towards the end of September.

**Reception / Open House Pennock Family** – Ms. Wilson remarked that she was looking to have the open house sometime at the end of October, first of November.

**Request for Temporary Use of Kitchen by Smoothie Business – Ms. Wilson** explained that the District was approached by an entrepreneur interested in opening a smoothie business in Berthoud. They were requesting to temporarily use the community center kitchen to sell their smoothies as a way to test the market in Berthoud before buying a commercial space. A unanimous decision was made by the Board to not allow the temporary use.

**Stephen Charles, Fire Chief**

**“Back the Blue” Rally / “Black Lives Matter” Rally:**

Jeff Hindman requested a “BLM” rally test event, projected District cost between \$3,000 & \$6,000. “Back the Blue” rally on 7/26 cost the District \$5,896, the “BLM” rally cost the District \$2,540.

Chief Charles notified the Board of the potential ‘test’ rally. He stated that LCSO planned to bill the Town of Berthoud for their operating costs if this occurred, and the District planned on doing the same. President Dan Hershman agreed that if the Town sanctioned an event then they should be responsible for the event. Vice-President Mike Cook asked if the District completed an After Action Plan post rallies.

Chief Charles replied yes.

Vice-President Mike Cook stated that the District had a standard operating procedure for these types of events, and a test event was not necessary. If the District did have to attend, then the Town should be billed for our operating expenses.

**Succession Planning Matrix**

**“Work from Home” Policy**

**Senate Bill 20 / COVID 19**

**Critical Illness Policy**

**Sick Leave Sharing Policy**

**Sick Leave Policy Revision**

Chief Charles noted that all of these items had been completed or were being worked on.

**Ground for Station 3 / Facility Needs Assessment** – Chief Charles noted that a site was being looked at near Love’s. Chief Stumpf stated that he was looking into design criteria for the site and building. He was in contact with Belford Watkins Architecture who had designed stations for Loveland, PFA, and other departments. The company could complete a needs assessment for the District that would include size of building, size of lot, etc. The cost to have the report completed would be approximately \$5,000. Vice-President Mike Cook asked if we could look at other facilities instead to determine our facility needs. President Dan Hershman remarked that the report would be useful as the District’s needs were different, and a new facility should be based on our needs not the needs of other departments. Director Ryplewski and Maggi agreed that spending the money for a needs assessment report would be advantageous.

## **Personnel**

### **Executive Session - Personnel Matter**

President Hershman made a motion to enter into an executive session at 7:10 pm to discuss personnel matters. Vice President Michael Cook seconded the motion. Motion was carried.

Executive Session ended and motion to return to the regular session of the Board Meeting was made by Vice-President Mike Cook at 7:25 p.m. Director Gary Maggi seconded the motion. Motion carried.

Vice-President Mike Cook noted that the PIO position should be clarified to make sure it fits the needs of the District. It should be noted that a vehicle was available for response to calls.

President Dan Hershman stated that if PIO must respond to calls from their own vehicle then mileage reimbursement could occur. He also noted that responses to calls were not needed from the PIO all the time and some of the PIO duties could occur from home/work rather than responding to the scene.

Vice-President Mike Cook noted that if there was an opportunity to respond to a call then the PIO could, but it was not required.

## Communication from Board of Directors / Open Discussion

Director Eric Ryplewski asked about the future role of Jill Wilson in the organization. Chief Charles remarked that it was added to the budget for her role to expand and for her to work full time.

## Adjournment

Board President, Dan Hershman, called for a motion to adjourn at 7:35 p.m. Vice-President Mike Cook made the motion and Director Gary Maggi seconded the motion. The motion carried.



Priority





Important




Follow Up

Signature Page

X   
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Dan Hershman  
President

X   
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Mike Cook  
Vice-President

X   
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Gary Maqqi  
Secretary

X   
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Eric Ryplewski  
Director