

Berthoud Fire Protection District Board of Directors Meeting Minutes

Date: Tuesday, September 21, 2021
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 6:02 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, Battalion Chief Nico Romero and Chief of Staff Jill Wilson.

Pledge of Allegiance

Review of the Agenda

Chief Charles noted several additions to the agenda, which included review of a citizen concern, fleet maintenance contract with City of Loveland, drainage and concrete contract with D S Constructors and an update to the authorized users of the FPPA portal. Motion by Vice-President Mike Cook to approve the agenda with additions, seconded by Director Dave Shipley.

Public Comment

None.

Consent Calendar

Approval of the August Financials

Approval of the August 17, 2021 Meeting Minutes

Motion by Director Dave Shipley to approve the consent calendar, seconded by Vice-President Mike Cook.

Personnel

None

Board of Director Action

City of Loveland IGA for Fleet Maintenance – Motion by Vice-President Mike Cook to approve the contract with the City of Loveland for fleet maintenance, seconded by Director Dave Shipley.

Update to FPPA Authorized Portal Users – Motion by Director Dave Shipley to update the authorized users for the FPPA portal, seconded by Director Eric Rypkowski.

DS Constructors Contract- Motion by Director Dave Shipley to approve and sign the contract with DS Constructors, seconded Vice-President Mike Cook.

James Vincent Group, Finance Consultants

Introduction of James Vincent Group and Overview of Financial Report

Ben Archer-Clowes with the James Vincent Group introduced himself and provided an overview of services they would be providing to the District. Discussion also ensued regarding the Board's future needs and feedback regarding the financial reports provided.

Command Staff Communications

Jill Wilson, Chief of Staff

Change to October Board Meeting Date – Ms. Wilson stated that the October meeting date would not be changed and would be on October 12th as planned, which was before the October 15th deadline for the Board to review the draft budget.

Change to Meeting Dates in 2022 – 2nd Tuesday of Each Month –

Ms. Wilson asked if the Board would be open to moving the monthly board meetings to the second Tuesday of the month, which would assist with the James Vincent Group's schedule. She noted that a change to the bylaws would be required. The Board noted that they did not have an issue with moving the meetings. They also stated that they would be open to changing the meeting time to during the day. President Dan Hershman stated that the meeting time would remain the same for now. Motion by Vice-President Mike Cook to approve amending the bylaws to change the Board meeting dates to the second Tuesday of the month beginning in 2022, seconded by Director Eric Ryplewski.

Operations Chief Stumpf

IGA with City of Loveland for Fleet Maintenance – Chief Stumpf stated that the District was ready to move forward with a new fleet maintenance contract with the City of Loveland. The City would assume maintenance of fleet repair beginning January 1. The estimate for services was \$120,000.00, which was being budgeted by shop hours. He noted that the quote was in line with what the District had budgeted for in the past. The District's attorney had reviewed the contract, which was ready for Board approval and signature.

President Dan Hershman stated that he felt comfortable moving forward with a contract.

Motion by Vice-President Mike Cook to approve the contract with the City of Loveland for fleet maintenance, seconded by Director Dave Shipley.

Chief Stumpf noted that an engine had been deployed on Monday to California for a two-week deployment

Stephen Charles, Fire Chief

Discussion with Library on Potential Building Purchase

Chief Charles stated that President Dan Hershman and he met with the library board on September 8th where they presented the District's intent to purchase the building. He noted that one board member was interested in pursuing a lease with the District; however, it was communicated that the District would not be interested in that option. Chief Charles noted that on September 9th he received a letter of understanding from the president of the library board stating the library board's interest in the District having first right to the purchase of the building. Prior to moving forward, the District's attorney would set up a meeting with the Board to discuss the potential of using impact fees to purchase the building.

2022 General Fund and Capital Fund Budgets - Chief Charles mentioned that staff worked with the James Vincent Group to review budget information. The District was having to cut over \$600,000 from the budget.

Citizen Concern – Chief Charles noted that an email was sent from a concerned citizen to President Dan Hershman regarding the personal facebook posts from the District's PIO independent contractor, which that citizen felt were inappropriate. President Dan Hershman felt that the District could not oppose what was posted or state what could or could not be posted as it was not in the Board's realm of jurisdiction. He did feel that the District's contractor should be made aware of the concern.

Director Dave Shipley did not believe what was posted was a concern.

Vice-President Mike Cook noted that posts from a person working for the District could be disparaging to the Board and District.

Director Eric Ryplewski stated that he also did not have any concerns with the post.

Drainage/Concrete Project to Begin September 27

Motion by Director Dave Shipley to approve and sign the contract with DS Constructors, seconded Vice-President Mike Cook.

Battalion Chiefs**Receipt of 2021 BME Water Tender – BC Kuiken**

BC Kuiken stated that the water tender had arrived, and staff had been trained on it.

Communication from Board of Directors / Open Discussion

Director Dave Shipley noted that he was part of the District's focus group to work on a new performance management system. He felt that the meetings were going well and was optimistic there will be an outstanding result.

Director Eric Ryplewski asked for a follow up to the potential building renovations that were discussed at the Board work session. Chief Stumpf stated that staff met with the architect to present new information which came after the work session and with the new known location of the irrigation pipe. Another meeting was scheduled for this week to review the updated plans that had been created.

Adjournment

Board President, Dan Hershman, called for a motion to adjourn at 6:53 p.m. Motion by Vice-President Mike Cook, seconded by Director Dave Shipley. The motion carried.

Signature Page:

X 

Dan Hershman
President

X 

Mike Cook
Vice-President

X 

Eric Ryplewski
Director

X 

Dave Shipley
Director