BERTHOUD FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS MEETING MINUTES

Date:	Tuesday, January 13, 2026
Location:	Berthoud Fire Administrative Offices, 248 Welch Avenue, Berthoud, CO
Time:	3:00 p.m.

AGENDA ITEMS

I. CALL TO ORDER

Board President Dan Hershman called the meeting to order at 3:00 p.m. Directors present were Mike Cook and Dave Shipley. Gary Maggi and Eric Ryplewski were absent.

Others in Attendance: Fire Chief Stephen Charles, Division Chief Andrew Kuiken, Division Chief Jeff Long, Administrative Director SarahGennie Colazio, and Ben Archer-Clowes, James Vincent Group.

II. PLEDGE OF ALLEGIANCE

III. REVIEW OF AGENDA

Review of the agenda and addition of items of new business to the agenda for consideration by the Board.

IV. PUBLIC COMMENT

V. CONSENT CALENDAR

Approval of December 9, 2025, Meeting Minutes.

Motion by Dave Shipley to approve the December 9th, 2025 meeting minutes, seconded by Mike Cook. The motion carried unanimously

VI. FINANCIAL REPORT

Approval of the December 2025 financial reports.

Motion by Director Cook to approve the December 2025 financial reports, seconded by Dan Hershman. The motion carried unanimously.

VII. COMMAND STAFF REPORTS

STEPHEN CHARLES, FIRE CHIEF

Item 1: Carie Dann, Fire Marshal (Under Contract W/LFRA) Retiring in March 2026 Chief Long will sit in on the interview process.

Item 2: 2025 Annual Report- will be presented by Chief Charles and SarahGennie Colazio by the March meeting.

Item 3: Capital Improvement Plan 2026 - 2030

Item 4: Town of Berthoud / Xcel Power Outage- updated on communication available to community

Item 5: Office of Emergency Management / Larimer & Weld County- has several documents BFPD can share on social media for outage preparedness

Item 6: Town of Berthoud Historic Preservation Advisory Committee- Chief Charles has been asked to participate by the town.

Item 7: RFP Community Wildfire Protection Plan Update- asked the Board for a not to exceed limit of $100,000 budget, and recommended vendor will be presented in February.

Item 8: Ireland Stapleton appointment as General Counsel

SARAHGENNIE COLAZIO, ADMINISTRATIVE DIRECTOR

Item 1: Designate Official Posting Place of Board Agenda. The District website shall be the official posting place of meeting agendas with the District Administrative Offices as a secondary location in exigent circumstances.

VIII. BOARD OF DIRECTOR ACTIONS

Item 1: Motion by Mike Cook to approve no more than $100,000 for the RFP Community Wildfire Protection Plan, with the recommended vendor to be approved in February. Second by Dan Hershman, motion carried unanimously.

Item 2: Motion by Mike Cook to approve Ireland Stapleton as general counsel, second by Dave Shipley, motion carried unanimously.

Item 3: Motion by Mike Cook to designate the department website as the official posting place of the board agenda, second by Dave Shipley, motion carried unanimously.

IX. BOARD OF DIRECTOR COMMUNICATION/OPEN DISCUSSION

None

X. ADJOURNMENT

Dave Shipley made a motion to adjourn at 3:24p.m., seconded by Mike Cook. The motion carried unanimously.

Signature Page

X 

Dan Hershman
President

X 

Mike Cook
Vice-President

X 

David Shipley
Director