

Loveland Fire Rescue Authority Board Meeting



**410 East 5th Street (second floor conference room)
Loveland, Colorado 80537
Thursday, March 15, 2012
1:30 PM**



Loveland Fire Rescue Authority Board Meeting Agenda

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Loveland, Colorado 80537

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1:30 PM

THE LOVELAND FIRE AND RESCUE AUTHORITY DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY, RACE, CREED, COLOR, SEX, SEXUAL ORIENTATION, RELIGION, AGE, NATIONAL ORIGIN OR ANCESTRY IN THE PROVISION OF SERVICES. FOR DISABLED PERSONS NEEDING REASONABLE ACCOMODATIONS TO ATTEND OR PARTICIPATE IN A CITY SERVICE OR PROGRAM, CALL 970-962-2497 AS FAR IN ADVANCE AS POSSIBLE.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

AWARDS AND PRESENTATIONS

PUBLIC COMMENT

CONSENT AGENDA

Anyone in the audience will be given time to speak to any item on the Consent Agenda. Please ask for that item to be removed from the Consent Agenda. Items pulled will be heard at the beginning of the Regular Agenda. You will be given an opportunity to speak to the item before the Board acts upon it.

Public hearings remaining on the Consent Agenda are considered to have been opened and closed, with the information furnished in connection with these items considered as the only evidence presented. Adoption of the items remaining on the Consent Agenda is considered as adoption of the staff recommendation for those items.

Anyone making a comment during any portion of today's meeting should come forward state your name and address for the record before being recognized by the Chair. Please do not interrupt other speakers. Side conversations should be moved outside the meeting room. Please limit your comments to no more than five minutes.

1. Approve the Minutes from the February 9, 2012 Loveland Fire Rescue Authority Board Meeting
2. Resolution to Approving an Intergovernmental Agreement between the Loveland Fire Rescue Authority and the Estes Valley Fire Protection District for the Provision of Training and Training Facilities

End of Consent Agenda

REGULAR AGENDA

Anyone who wishes to address the Board on any item on this part of the agenda may do so when the Chair calls for public comment. All public hearings are conducted in accordance with Board By-Laws. When Board is considering approval, the Authority's By-laws only requires that a majority of the Board quorum be present to vote in favor of the item.

3. Update on the Fire Authority Operations and Maintenance Funding



Loveland Fire Rescue Authority Board Meeting Agenda
410 East 5th Street
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4. Three Tiered Staffing and Deployment Model
5. "Re-appropriation" Ordinance Request and 2011 Budget Performance
6. Review Briefing Papers and Correspondence
 - a. Chief's Report
 - b. Poudre Fire Authority Thank You Letter
7. Board Member New Business/Feedback
8. Any Other Business for Board Consideration

ADJOURN

Agenda Item Cover

Item No.: 1

Meeting Date: March 15, 2012

Prepared By: Renee Wheeler, Public Safety Administrative Director



TITLE

Approve the Minutes from the February 9, 2012 Loveland Fire Rescue Authority (LFRA) Board Meeting

EXECUTIVE SUMMARY

The attached document, prepared by Roylene Sterkel, is a record of the February 9, 2012 LFRA meeting. It is a record of the discussions including an update of the Basic Services Model related to both operations and capital, as status report on the Station 6 expansion, and the Chief's report.

BACKGROUND

Standard meeting protocol

STAFF RECOMMENDATION

Approve as written

FINANCIAL/ECONOMIC IMPACTS

N/A

ASSOCIATED STRATEGIC GOALS

N/A

ATTACHMENTS

Minutes



Loveland Rural
Fire Protection
District

Fire Authority Board Meeting Minutes Thursday, February 9, 2012

Members Present:

Committee Chair Jeff Swanty
City Manager Bill Cahill
Rural Board President Dave Legits
Fire Chief Randy Mirowski
Division Chief Ned Sparks
Public Safety Admin. Director Renee Wheeler

Mayor Cecil Gutierrez
Rural Board Secretary Greg White
Asst. City Attorney Moses Garcia
Division Chief Merlin Green
BSC Roylene Sterkel

Members Absent:

City Councilor John Fogle

Call to Order:

Chairman Swanty called the Fire Authority Board meeting to order on the above date at 1:30 p.m.

Pledge of Allegiance:

The Board participated in the Pledge of Allegiance.

Roll Call:

Secretary Sterkel conducted roll call.

Award and Presentations:

None

Consent Agenda:

- 1-2 Mayor Gutierrez moved that the Consent Agenda be approved and Rural Board President Legits seconded that motion. Motion carried.

Regular Agenda:**3. Review of the Loveland Fire Rescue Authority Basic Services Model -****a. Operations**

Renee Wheeler said that the Basic Service Plan has not changed from when the Board saw it last except for page 23, which has been updated with capital numbers that include the \$191 cost per sq. ft. for construction on building projects.

Chief Mirowski reminded the Board that we need to keep an eye on the project numbers because they are likely to change as we move forward. Model 1 is meant to provide a management tool to the Board, City Council and the Rural District. It has been favorably accepted by all entities to move from concept to implementation and management. The next generation of the Model will be more graphic for better clarity on numbers and information for the Rural District and the City.

City Manager Cahill said that the presentation to Council was on point and easy to understand. There may have been some confusion about what part of the 10 year plan is actually new money. Mayor Gutierrez agreed that a new way of showing the plan (graphical), should help everyone understand how it will work.

Chief Mirowski thanked Renee for developing the framework for the Plan.

b. Capital (Equipment and Stations)

Chief Mirowski said that at the recent Council Retreat, one of their high points was Fire Station 2. We have three priorities to move that project forward:

1. Acquire the land
2. Get the project through the conceptual review process
3. Find options for the existing fire station 2

4. Progress Report on the Station 6 Expansion -

Chief Sparks talked about the progress on Fire Station 6 remodel. He showed a slide of the latest model as well as reviewing the pages in the agenda with that information. He said that once the plans get through the cities Development Review Team process, we should see construction begin in early July. Mayor Gutierrez asked if the new training room would also be used for other things. Chief Sparks said that it will be classroom space only. Chairperson Swanty asked how one reserves the training rooms and Chief Sparks said they are open to anyone by reservation. People can contact one of the Chiefs or Ken Cooper to verify they are available.

5. Review Briefing Papers and Correspondence –

a. Chief's Report:

The **Windsor IGA** is in place and up and running. It is working well and so far we are seeing the expected results from that Agreement. Chief Mirowski thanked Chief Sparks for his diligence in getting the Agreement in place. Chief Sparks thanked Attorney Garcia, BC Tim Smith and Ward for all of their hard work on the process. Mayor Gutierrez asked what other entities we have Auto Aid Agreements with. Chief Sparks said that we have them with Berthoud and Poudre and we're working on one with Johnstown and talking to Estes Park as well.

Chief Mirowski extended an invitation to the Board members to attend one of the remaining **Vision Tours** coming up on February 20th. We have gotten good feedback from the firefighters involved in that process and they certainly appreciate the support from City Council and the City Manager's office.

Chief Mirowski asked Rural Board Secretary White to report on the progress for the **rural mil levy**. Greg said that the mil levy committee is meeting on a weekly basis and they hope to activate their campaign in the next couple of weeks. The Rural Board is reviewing the options for amounts that the levy will ask for and those are being based on Model 1. The consensus of the Rural Board is to ask for what will be needed to fund the needs through 2019 so they won't have to go back to the voters in the interim. The Rural Board will make a decision on the amount by the end of February or early March because the deadline is March 9th.

Mayor Gutierrez asked if the current CEF's will fund **Station 10** or will the rural have to go to another election. Greg White said another election would be necessary to fund Station 10, but there are other options to look at, such as lease agreements and the Rural does have reserves that might be contributed.

Chief Mirowski reviewed the **2011 year-end data**. He said that in coming years the Board will be provided a full annual report. Chief Green talked about how loss/save dollar amounts are used in the report. Chief Mirowski talked about why our medical calls at 47% are less than surrounding fire departments. It has to do with the fact that we don't run Alpha/Bravo medical calls and other department do. Those kinds of calls are non-life threatening situations. If we ran those types of calls, it would probably increase our call level by 1,500. He has been contacted by other fire departments requesting information on our model for response. Thompson Valley EMS responds to those types of calls. Mayor Gutierrez asked if most of our auto aid calls are medical's? Chief Sparks indicated that most of the Auto Aid calls we

run are fire related. BC Ward added that we do run a lot of medicals with Ft. Collins and he anticipates those types of calls will increase with the Windsor Auto Aid Agreement.

6. Board Member New Business/Feedback –

Chairman Swanty shared an article from the Ft. Collins Coloradoan that talked about the challenges for emergency services in rural areas.

Chief Mirowski said he would like these meetings to be interactive with the Board and for the Board to ask questions of staff. City Manager Cahill said it's a good opportunity for the Board to ask questions or express concerns. Mayor Gutierrez agreed so Chief Mirowski will leave feedback as a standing item on the agenda.

Chief Mirowski reported that the Fire Authority By-Laws have been approved by the City Council and the Rural Board so they are set to go.

Chief Mirowski said he and Renee will have more information to report at the next Board meeting relative to record keeping. He also reported that he will be doing a presentation at that meeting relative to the Part Time Paid Firefighter Program.

Chief Mirowski asked the Board if they would like to see monthly or quarterly reports. The Board agreed that quarterly reports would be sufficient unless there was something out of the ordinary that needed to be addressed by the Board.

No further business was discussed. Chairman Swanty adjourned the meeting at 2:30 p.m.

Minutes submitted by Secretary Sterkel



Agenda Item Cover

Item No.: 2

Meeting Date: March 15, 2012

Prepared By: Renee Wheeler, Public Safety Administrative Director

TITLE

A Resolution Approving an Intergovernmental Agreement Between the Loveland Fire Rescue Authority and the Estes Valley Fire Protection District for the Provision of Training and Training Facilities

EXECUTIVE SUMMARY

Loveland Fire Rescue Authority and the Estes Valley Fire Protection District would like to establish a relationship using the attached intergovernmental agreement that would allow for the use of equipment and facilities owed by either organization for training. It includes provisions for facilities, equipment, classroom time, scheduling, liability, and workers compensation. The term of the agreement is through the end of this year, and it is automatically renewable annually for one year periods up to and including 2014.

BACKGROUND

Loveland Fire Rescue has an existing mutual aid agreement with the Estes Valley Fire Protection District and has had a long standing relationship with Estes Fire for sharing resources for training and emergency response. Specifically the Dive Rescue and Wild Land teams in both organizations work very closely together. The collaboration between organizations yields extraordinary benefits both operationally and financially. Operationally, when both organizations can effectively and efficiently collaborate to perform as a single unit the probability for containing fires to reduce property loss and save lives increases exponentially. Financially, the sharing of resources reduces the cost to both organizations.

The need for the agreement arose out of the fact that each organization has experienced a change in governance. Estes Valley established a fire district in 2010. Therefore, both organizations are in the process of reviewing formal documents and making sure that the current practices are supported and protected legally.

STAFF RECOMMENDATION

Approve the IGA as written.

Agenda Item Cover

Item No.: 2

Meeting Date: March 15, 2012

Prepared By: Renee Wheeler, Public Safety Administrative Director



FINANCIAL/ECONOMIC IMPACTS

There are savings to both organizations for overall cost to train personnel. No immediate budgetary impact.

ASSOCIATED STRATEGIC GOALS

Deploying Appropriate Incident Specific Response and Implementing a Skilled Response

ATTACHMENTS

Resolution

Intergovernmental Agreement

RESOLUTION # R-_____**A RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT
BETWEEN THE LOVELAND FIRE RESCUE AUTHORITY AND THE ESTES
VALLEY FIRE PROTECTION DISTRICT FOR THE PROVISION OF
TRAINING AND TRAINING FACILITIES**

WHEREAS, the Loveland Fire Rescue Authority (“Fire Authority”) and the Estes Valley Fire Protection District (“District”), collectively referred to herein as the “Parties,” are governmental entities duly organized and existing in accordance with Colorado law; and

WHEREAS, in furtherance of the existing relationships between the City of Loveland (“City”), the Loveland Rural Fire Protection District and the District and of a new relationship between the Fire Authority and the District, the Parties desire to work cooperatively and make efficient and effective use of fire and rescue training resources for the benefit of each Party’s citizens; and

WHEREAS, the Fire Authority desires to make certain training facilities leased from the City available to the District and to offer to the District fire and rescue training by City fire and rescue personnel assigned to the Fire Authority; and

WHEREAS, the District desires to access such training facilities and to receive fire and rescue classroom training to improve the fire and rescue services provided within its jurisdiction and to more effectively aid other jurisdictions when assistance is needed; and

WHEREAS, the Fire Authority’s Board of Directors (“Board”) finds that it is in the best interests of the Fire Authority to adopt the “Intergovernmental Agreement Between the Loveland Fire Rescue Authority and the Estes Valley Fire Protection District for the Provision of Training and Training Facilities,” attached hereto as **Exhibit A** and incorporated by reference (the “Agreement”); and

WHEREAS, pursuant to the Section 1.9 of Article I of that certain Intergovernmental Agreement for the Establishment and Operation of the Loveland Fire Rescue Authority as a Separate Governmental Entity dated August 19, 2011, the Fire Authority is authorized, among other things, to make and enter into contracts on terms and conditions established by the Board; and

WHEREAS, the Fire Authority and the District are authorized to cooperate with one another to provide any function or service lawfully authorized to each and are therefore authorized under C.R.S. § 29-1-203(1) to enter into the Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE LOVELAND FIRE RESCUE AUTHORITY, STATE OF COLORADO, AS FOLLOWS:

Section 1. That the Agreement is hereby approved.

Section 2. That the Chairperson of the Board is hereby authorized and directed to execute the Agreement on behalf of the Fire Authority, subject to such modifications in form or substance as the Chairperson, in consultation with the City Attorney, may deem necessary to effectuate the purposes of this Resolution or to protect the interests of the Fire Authority.

Section 3. That this Resolution shall go into effect as of the date and time of its adoption.

ADOPTED this _____ day of March, 2012.

Jeffrey M. Swanty, Chairperson

ATTEST:

Secretary

APPROVED AS TO FORM:



Assistant City Attorney

A Resolution Approving an Intergovernmental Agreement between the Loveland Fire Rescue Authority and the Estes Valley Fire Protection District for the Provision of Training and Training Facilities

**INTERGOVERNMENTAL AGREEMENT BETWEEN THE LOVELAND FIRE
RESCUE AUTHORITY AND THE ESTES VALLEY FIRE PROTECTION DISTRICT
FOR THE PROVISION OF TRAINING AND TRAINING FACILITIES**

THIS AGREEMENT is made and entered into this ____ day of March, 2012, by and between the Estes Valley Fire Protection District (“District”) and the Loveland Fire Rescue Authority (“Authority”) concerning the provision of training and training facilities by the Authority to the District.

RECITALS

WHEREAS, in accordance with C.R.S. § 29-1-201, the District and the Authority (individually referred to as the “Party” and collectively as the “Parties”) as governmental entities are permitted and encouraged to make the most efficient and effective use of their powers and responsibilities by cooperating and contracting with other governments; and

WHEREAS, in accordance with C.R.S. § 29-1-203, governments may cooperate or contract one with another to provide any function, service or facility lawfully authorized to each of the respective units of governments; and

WHEREAS, the City of Loveland (“City”), the Loveland Rural Fire Protection District (“LRFPD”) and the District are parties to ongoing mutual aid agreements for fire and rescue services for the safety and welfare of their citizens; and

WHEREAS, pursuant to an intergovernmental agreement, the City and the LRFPD created the Authority, effective January 1, 2012, to provide fire and rescue-related services on their behalf; and

WHEREAS, in furtherance of the existing relationship between the City, the LRFPD and the District and of a new relationship between the Authority and the District, the Parties desire to work cooperatively and make efficient and effective use of fire and rescue training resources for the benefit of each Party’s citizens; and

WHEREAS, pursuant to a separate intergovernmental agreement between the Authority, the City and the LRFPD, the Authority leases a training area and facilities located at 100 East Fire Engine Red Street, Loveland, Colorado (“Training Facilities”), for the specific purpose of providing fire and rescue training to City fire and rescue personnel; and

WHEREAS, pursuant to such intergovernmental agreement the City also has assigned its fire and rescue personnel to the Authority to provide fire and rescue services; and

WHEREAS, the Authority desires to make the Training Facilities available to the District and to offer training by City fire and rescue personnel to the District; and

WHEREAS, the District desires to access the Training Facilities and to receive fire and rescue classroom training to improve the fire and rescue services provided within its jurisdiction and to more effectively aid other jurisdictions when assistance is needed.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the sufficiency of which is hereby acknowledged, the Parties agree as follows:

AGREEMENT

1. Services.

a. Training Facility

- i. Training Facility Use. The Authority shall make the Training Facility available to the District for the sole purpose of fire and rescue related training of the District's fire personnel pursuant to the schedule identified below.
- ii. Schedule. The Authority, in consultation with the District, shall in the prior calendar year schedule use of the Training Facility by the District for two (2) days in the following calendar year; except that the 2012 calendar year dates shall be set as soon as practicable.
- iii. Training. The District shall advise the City's Fire Chief or his/her designee of the nature and scope of training prior to each use of the Training Facility and shall comply with the City's General Operating Procedures applicable to the training. The City's Fire Chief or his/her designee may require City fire personnel to assist in or monitor the training.
- iv. Equipment. The District shall be responsible for the provision of all equipment, vehicles or other machinery that may be necessary to complete training of its personnel at the Training Facility. The Authority shall only be responsible for providing the Training Facility and the structures therein for fire and rescue related training.
- v. Cancellation of Training. The District shall notify the City's Fire Chief or his/her designee as soon as practicable, if the Training Facility will not be used by the District as scheduled. The Authority may cancel and reschedule any District training at the Training Facility in the event of a fire or other emergency. Notice of such cancellation shall be as soon as practicable.

b. Classroom Training

- i. Classroom Hours. The Authority shall provide eight (8) hours of fire and rescue classroom training to the District's fire and rescue personnel pursuant to the schedule identified below.
- ii. Schedule. The Authority, in consultation with the District, shall in the prior calendar year schedule classroom trainings of not less than two hours per class for the benefit of the District for the following calendar year; except that the 2012 calendar year dates shall be set as soon as practicable.

- iii. **Subject Matter.** The District shall advise the City's Fire Chief or his/her designee of the nature and scope of training requested from the Authority. The classroom training shall be limited to fire and rescue subject matter that the Authority reasonably believes the City's fire and rescue personnel are certified to provide.
- iv. **Location.** The City shall provide fire and rescue classroom training in the District's or the Authority's jurisdiction as determined by the District.
- v. **Cancellation of Classroom Training.** The District shall notify the City's Fire Chief or his/her designee as soon as practicable, if the fire and rescue classroom training is cancelled. Authority may cancel and reschedule any such training in the event of a fire or other emergency. Notice of such cancellation shall be as soon as practicable.

2. **Term.** The terms of this Agreement shall begin on the date first set forth above and continue through December 31, 2012. This Agreement shall automatically renew for successive one (1) calendar-year periods up to and including the year 2014.

3. **Liability.** The Parties agree that during the time the District is using the Training Facilities or receiving fire and rescue classroom training pursuant to this Agreement, any liability which accrues under the provision of the Colorado Governmental Immunity Act (C.R.S. §24-10-101, *et seq.*) ("Act") as a result of a negligent act or omission of the District or of its employees shall be imposed upon the District and not the Authority. In addition, the District agrees to indemnify, defend and hold harmless the Authority against any and all judgments, costs, expenses and attorney fees incurred by the Authority related to its performance under this Agreement that may result from any negligent act or omission by the District or its employees. Nothing herein shall be deemed a waiver of the notice requirements, defenses, immunities and limitations of liability that the Authority and its officers and employees may have under the Act and under any other law.

4. **Workers' Compensation Insurance.** If any firefighter or other personnel of the District is injured, disabled or dies as a result of performance under this Agreement while within the boundaries of the Authority, said individual shall remain covered by, and eligible for, the workers compensation and firefighters pension benefits which said individual would otherwise be entitled if the injury, disability or death had occurred within the boundaries of the District. If any firefighter or other personnel of the City is injured, disabled or dies as a result of performance under this Agreement while within the boundaries of the District, said individual shall remain covered by, and eligible for, the workers compensation and firefighters pension benefits which said individual would otherwise be entitled if the injury, disability or death had occurred within the boundaries of the Authority.

5. Insurance Requirements.

a. Policies. The District shall procure and keep in force during the duration of this Agreement the following insurance policies and shall provide the Authority with a certificate of insurance prior to commencing training at the Training Facility:

- i. Comprehensive general liability insurance insuring the District and naming the Authority as an additional insured with minimum combined single limits of \$1,000,000 each occurrence and \$1,000,000 aggregate. The policy shall be applicable to all premises and operations. The policy shall include coverage for bodily injury, broad form property damage (including completed operations), personal injury (including coverage for contractual and employee acts), blanket contractual, independent contractors, products, and completed operations.
- ii. Comprehensive automobile liability insurance insuring the District and naming the Authority as an additional insured against any liability for personal injury, bodily injury, or death arising out of the use of motor vehicles and covering operations on or off the site of all motor vehicles controlled by the District which are used in connection with this Agreement, whether the motor vehicles are owned, non-owned, or hired, with a combined single limit of at least \$1,000,000.

iii. Workers' compensation insurance.

b. Requirements. Required insurance policies shall be obtained from companies qualified to do business in Colorado. Comprehensive general and automobile policies shall be for the mutual and joint benefit and protection of the District and the Authority. Such policies shall provide that the Authority, although named as an additional insured, shall nevertheless be entitled to recover under said policies for any loss occasioned to it, its officers, employees, and agents by reason of negligence of the District, its officers, employees, agents, subcontractors, or business invitees. Such policies shall be written as primary policies not contributing to and not in excess of coverage the Authority may carry.

6. Severability. If any provision of this Agreement, or the application of such provision to any person, entity or circumstance, shall be held invalid, the remainder of this Agreement shall not be affected thereby.

7. Entire Agreement. This Agreement shall not invalidate or otherwise affect any other agreement presently in effect. This Agreement represents the entire agreement of the Parties with respect to use of the Training Facility and any amendment to this Agreement shall be in writing and executed by the Parties.

8. Governing Law. It is expressly understood and agreed by and between the Parties that this Agreement is made in and shall be construed and interpreted in accordance with the laws of the State of Colorado.

9. Assignment. This Agreement shall not be assigned by either Party without the prior written consent of the other Party.

10. Relationship of Parties. The Parties enter into this Agreement as separate and independent governmental entities and each shall maintain such status throughout the term of this agreement. Officers, employees and agents of one Party are not officers, employees or agents of the other Party.

11. Effect of Agreement. This Agreement is not intended to, nor should it be construed to: effect or extend the legal responsibilities of either Party; or create or modify preexisting legal obligations, if any. This Agreement shall not be construed as or deemed to be an agreement for the benefit of any third party or parties, and no third party or parties shall have any right of action hereunder for any cause whatsoever. Any services performed or expenditures made in connection with this Agreement by either Party shall be deemed conclusively to be for the direct protection and benefit of the inhabitants and property of such Party.

12. Counterparts. This Agreement may be executed in any number of original counterparts, all of which evidence only one agreement. The Parties agree that counterpart signatures of this Agreement shall be acceptable and that execution of this Agreement in the same form by each and every Party shall be deemed to constitute full and final execution of this Agreement.

13. Headings. Paragraph headings in this Agreement are for convenience of reference only and shall in no way define, limit or prescribe the scope or intent of any provision of this Agreement.

14. Construction of Agreement. This Agreement shall be construed according to its fair meaning as if it was prepared by both Parties and shall be deemed to be and contain the entire agreement between the Parties. There shall be deemed to be no other terms, conditions, promises, understandings, statements or representations, expressed or implied, concerning this Agreement, unless set forth in writing and signed by both Parties.

15. Binding Effect. This Agreement shall be binding upon and inure to the benefit of the Parties and the respective successors and permitted assigns.

16. Termination. Any Party may terminate this Agreement, with or without cause, upon thirty (30) days prior written notice to the other Party to this Agreement.

17. Notices. Any notice under this Agreement to a Party shall be effective upon receipt at the addresses set forth below.

Fire Rescue Authority:	Fire Chief Loveland Fire Rescue Authority 410 East Fifth Street Loveland, Colorado 80537
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and

City Attorney's Office
500 East Third Street, Suite 330
Loveland, Colorado 80537

Estes Valley Fire Protection District:

Estes Valley Fire Protection District
Fire Chief
901 North Saint Vrain Avenue
Estes Park, Colorado 80517

IN WITNESS WHEREOF, the Parties have executed this Agreement the day and year first above written.

**ESTES VALLEY FIRE
PROTECTION DISTRICT**

Chairperson

ATTEST:

Secretary

APPROVED AS TO FORM

Attorney

**LOVELAND FIRE RESUCE
AUTHORITY**

Jeffrey M. Swanty, Chairperson

ATTEST:

Secretary

Agenda Item Cover

Item No.: 3

Meeting Date: March 15, 2012

Prepared By: Renee Wheeler, Public Safety Administrative Director



TITLE

Update on the Fire Authority Operations and Maintenance Funding

EXECUTIVE SUMMARY

The projected net operating budget in the Basic Services Model has been compared to the operations costs that have already been included in the City's General Fund Financial Master Plan for 2013 through 2019. Over that period of time the accumulated gap between the funding in the master plan and the City's share of the net budget in the Basic Services Model is \$1.4 million.

BACKGROUND

The City prepares a rolling ten year financial master plan for the General Fund each year to project revenues and expenditures. The purpose is to allow for the development and implementation of long range strategies to ensure a balanced budget. One strategy that was implemented in 2011 was to retain the City Council Reserve contribution at 2.5% for the ten year planning horizon (as opposed to increasing back to the 5% level in 2016). This particular strategy ensured that the inclusions in the financial master plan were sustainable into the future.

The table below compares what has been included in the City's Financial Master Plan and the Basic Services Model less the City's administrative costs. The table highlights the differences; and it has also been graphically presented in an attachment.

	2013	2014	2015	2016	2017	2018	2019
City Financial Master Plan	\$7,350,860	\$7,608,140	\$8,682,940	\$8,986,840	\$9,301,380	\$9,626,930	\$9,963,870
Basic Services Model	\$6,923,633	\$7,735,359	\$8,006,097	\$9,134,914	\$9,977,242	\$10,309,944	\$10,869,381
Difference	\$427,227	-\$127,219	\$676,843	-\$148,074	-\$675,862	-\$683,014	-\$905,511

Agenda Item Cover

Item No.: 3

Meeting Date: March 15, 2012

Prepared By: Renee Wheeler, Public Safety Administrative Director



Staff will continue to work with our partners to develop strategies for ensuring adequate funding.

STAFF RECOMMENDATION

The data is information only to more clearly demonstrate the status of funding identified for addressing the City's share of the agreed upon strategic level plan for delivering fire rescue services to the City and the Rural District.

FINANCIAL/ECONOMIC IMPACTS

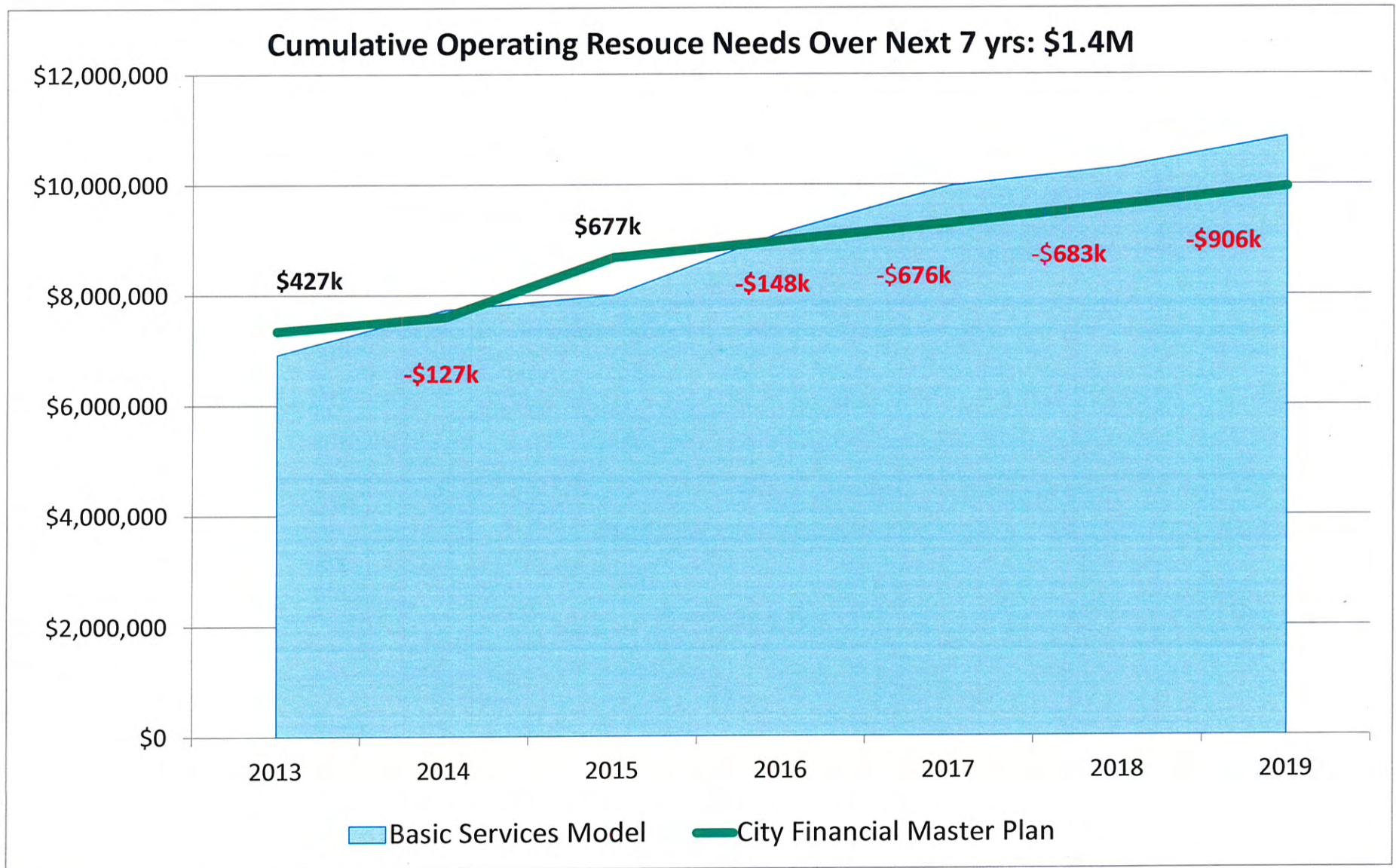
There is a \$1.4 million gap between the City's share of the needs identified in the Basic Services Model and the amount that has been "allocated" in the City's General Fund Financial Master Plan.

ASSOCIATED STRATEGIC GOALS

Protect life and property in a safe manner

ATTACHMENTS

Graph: Cumulative Operating Resources Needs Over the Next 7 Years: \$1.4M





Agenda Item Cover

Item No.: 4

Meeting Date: March 15, 2012

Prepared By: Randy Mirowski, Fire Chief

TITLE

Three Tiered Staffing and Deployment Model

EXECUTIVE SUMMARY

The presentation on staffing and deployment will build on previous presentations that have been made emphasizing key elements of the Model 1 Basic Services Plan. This presentation is intended to take the next step and link various strategic planning initiatives, and policy decisions that have been made, to the operational side of firefighting and the emergency response. A power point presentation will be utilized, followed by a time for questions from the board. An attachment for staffing and deployment is being provided as part of this agenda item. This attachment is actually the staffing and deployment segment, in draft form, from the 2012 LFRA Strategic Plan. The full strategic planning document is scheduled to come before the fire authority board in May of 2012.

BACKGROUND

For more than two years the details for staffing for LFRA have been outlined in the Model 1 Basic Services Plan. The key elements have been the focus of several presentations to City Council, the Rural District Board and FRAC. Some of those key elements included:

- Three-person minimum staffing levels for each fire company
- Adding an additional heavy rescue squad
- Adding an additional west side engine company (Station 10)
- Adding rovers or coverage positions and support positions as needed

Most of the past presentations have focused on the need for minimum staffing levels to deliver an adequate and safe initial response of both staff and equipment, to provide for system reliability and sustainability for emergency response beyond the first alarm assignment, and address future expansion and growth.

What has been missing in these past presentations is a more comprehensive explanation for why additional staffing is needed on the emergency scene and how resources are deployed in a safe, sane and predictable manner for the most effective firefighting and emergency response operations, and for the enhancement of citizen and firefighter safety.

The presentation offered to the board at this meeting will hopefully provide greater insight operationally for why the minimum staffing levels that are outlined in Model 1 are necessary and important.

Agenda Item Cover

Item No.: 4

Meeting Date: March 15, 2012

Prepared By: Randy Mirowski, Fire Chief



STAFF RECOMMENDATION

Information only

FINANCIAL/ECONOMIC IMPACTS

There is no immediate financial impact. The presentation, however, is linked to the conservative financial planning initiatives that are outlined in the Model 1 Basic Services Plan.

ASSOCIATED STRATEGIC GOALS

Adequate emergency response and defined minimum staffing objectives

ATTACHMENTS

Loveland Fire rescue Authority Strategic Plan excerpt: Section IX Staffing and Deployment; *Draft 2A*

IX. Staffing and Deployment

A critical component in carrying out the objectives of the Model 1 Basic Service Expansion Plan will be an appropriate and effective plan for staffing and deployment of personnel and resources. This section of the strategic plan focuses on staffing levels and a preferred deployment model to meet those objectives. The “three-tiered” staffing model for LFRA is a primary focus of this section for specific staffing practices. Other important areas in this section include; the benefits derived from utilizing the three-tiered staffing model, the ancillary needs for this staffing model to be effective and the noted concerns for using the three-tiered staffing model over the duration of the strategic plan. In addition, the need for a future staffing and workforce analysis will be reviewed. The major focus of this section is on deployment and its connection to staffing and the Operations Division. However, other areas within LFRA, such as the Community Safety Division, Administration and Training need to be considered as part of the overall staffing model and are mentioned within this section and others (see Section V).

Basic Staffing and Deployment Plan

Established within the framework of the Model 1 Basic Services Expansion Plan is the directive for a three-person, minimum staffing level design for each fire company. This particular design is the most common and has become the *accepted* standard for minimum staffing levels for most fire departments in Colorado and the Rocky Mountain Region. Although this design does not meet the initial criteria for deployment as set forth in National Fire Protection Association standards, (NFPA 1710 *Standard for the Organization and Deployment of Fire Suppression Operations...*), this design can, if properly applied and supported with an appropriate deployment strategy, meet the intent of NFPA 1710. It should be noted that no fire department in the entire northern Colorado region is staffed using a four-person minimum staffing model and thus, none meet the exact criteria as set forth in NFPA 1710. There are also response time criteria set within the NFPA 1710 standard; these issues are addressed elsewhere within this plan, (see Section IV).

Various technical committees and research teams, both regionally and nationally, have conducted many staffing and deployment field testing experiments to arrive at a needed design model to effectively fight a structure fire (most fire departments in the nation build their staffing models on projections for needed staffing for structure fires). LFRA conducted field testing of its own and corroborated other studies that suggested the minimum number of firefighters needed to effectively engage in offensive, interior firefighting operations were fourteen firefighters (this design model is nearly identical to the findings that were set forth and published in the standard for NFPA 1710). The specifics of the design model for deployment are listed below:

• Command IC	1	
• Attack Engine (fire attack crew)	3	
• Back-up Crew w/Group Supervisor	3	<i>Total Staff</i>
• Inside Truck Crew	2	<i>Needed = <u>14</u></i>
• Outside Truck Crew w/Group Supervisor	3	
• Rapid Intervention Team	2	

The individual deployment assignments for each of these fire companies or teams can be seen visually on the next page in figure 9-1.



Figure 9-1 Deployment Design Model

The design model for deployment that is depicted above is appropriate as minimum staffing levels for what would be considered a standard fire attack on an average sized residential structure. Large residential or commercial buildings would normally require more resources and often extra alarms. Other factors, such as access problems, delayed notification or response, exceptionally high winds, lack of adequate water supplies, etc., would also require additional staffing and resources to address these challenges. Other resource needs that are not addressed within this model are the support personnel including; EMS paramedics, law enforcement, utility personnel, fire investigators and citizen advocates. This basic modeling design is appropriate for planning assumptions for minimum staffing and deployment options for fire departments; LFRA has adopted this staffing and deployment model as part of the targeted outcomes for the application of the Model 1 Basic Services Expansion Plan.

There are, of course, other staffing positions within LFRA that should be mentioned in this section of the plan. Positions within the Community Safety Division, Administration and the Training Division are all critical to the mission of the organization. The appropriate number of personnel in each of these divisions or areas will be a matter of ongoing analysis. Most are addressed for need and expansion in the Model 1 Basic Services Expansion Plan. As in other areas within this plan, the forecasted need and numbers associated with staffing are based on normal, planned expansion. Increases in population, expansion of businesses or industrial complexes within the fire authority's area that are beyond these norms may overtax the system and a need for more resources and personnel could be required in the future.

The Three-Tiered Staffing Model

The acceptance of a minimum staffing level (at three or four personnel) per fire company represents the first step in the process of developing an overall staffing plan. The next step in the process should deal with how staffing levels will be maintained using what model. Many fire departments opt for a staffing model utilizing only full-time paid firefighters; this is the least complicated model, but also the most expensive. Other fire departments (most of them being smaller in size and scope of responsibility) opt for using only volunteer firefighters. A fairly recent occurrence for staffing has been the advent of using part-time paid firefighters for staffing needs. LFRA utilizes all three types of staffing: volunteer, part-time paid, and full-time paid, for firefighters within its workforce. This is known as the three-tiered staffing model.

The bulk of LFRA's staffing is made up of full-time paid firefighters; nearly seventy percent. At the time the 2012 strategic plan was written the approximate numbers for total staffing were made up of the following:

• Full-time Paid	65
• Part-time Paid	12
• <u>Volunteers</u>	<u>20</u>

Total Staffing Available	97
--------------------------	----

Part-time paid firefighters came into LFRA's workforce in 2010 as part of a SAFER Grant to improve staffing levels. The twelve part-time firefighters are all assigned to two specific engine companies (Engine 3 and Engine 5) and make up the third firefighter on those two engines. The part-time firefighters, just like the full-time paid firefighters, are a part of the minimum staffing levels for each shift and each fire company. Volunteers are assigned to various fire companies as they are available. Volunteers work minimally 36 hours each month and are not included as part of the daily minimal staffing levels for each shift and each fire company. The total numbers for the volunteer firefighters fluctuates between 18 to 25 annually and on average volunteers only stay with the department 2.5 years.

Within the Model 1 Basic Services Expansion Plan, all three tiers of the workforce are utilized throughout the years targeted in the strategic plan (2012-2020). A future workforce analysis is included within the plan and is addressed later at the close of this section. Within future staffing projections for Model 1, both full-time paid and part-time paid firefighter staffing numbers are increased; the volunteer firefighter program and its staffing levels remain unchanged throughout the years of the plan. The staffing numbers currently used for the volunteer program are believed to be the maximum that can be effectively managed within the LFRA system and infrastructure.

Advantages of the Three-Tiered Staffing Model

There are numerous advantages of the three-tiered staffing model; four will be reviewed in this section. This particular system of staffing is cost-effective, provides for greater firefighter availability (particularly for multiple alarms and special calls), offers greater efficiency and effectiveness for hiring full-time paid firefighters, and is developmental and effective for helping volunteers, and part-time paid firefighters achieve their goals for becoming full-time paid firefighters. Each of these areas will be elaborated on in the following paragraphs.

Comparison of Costs Part-Time versus Full-Time Firefighters	Single Position	5 Full Time Positions	12 Part Time Positions
Pay Level 7 highest firefighter salary in 2010 (full-time)	\$ 48,000	\$ 240,000	\$ 121,910
Estimate of benefits as a percentage of salary (primarily insurance and retirement) (.030)/(.11)	\$ 14,400	\$ 72,600	\$ 15,207
Total cost of fire fighter(s)- pay and benefits	\$ 62,400	\$ 312,000	\$ 137,117
Bunker gear and personal equipment for firefighter(s)	\$ 4,000	\$ 20,000	\$ 48,000
TOTAL COSTS- Gear and Personnel	\$ 66,400	\$ 332,000	\$ 185,117

Figure 9-2 full-time paid/ part-time paid comparisons

The three-tiered staffing model is extremely cost-effective when compared to a conventional staffing system where only full-time paid firefighters are utilized. The most significant factor causal to this outcome is the pay and benefits differential. The hourly rate for part-time paid firefighters is significantly lower than for full-time paid firefighters; the costs associated with benefits are reduced as well. The above chart (Fig. 9-2) is illustrative of the cost-savings and cost-effectiveness of using part-time paid firefighters as opposed to opting for all full-time paid firefighters. This chart compares the costs for the current 12 part-time paid firefighters, being utilized for minimum staffing levels by LFRA on Engine 3 and Engine 5, to a comparable level of full-time paid firefighters working the same number of hours.

The numbers listed in the chart are based on the average of 102 monthly hours of time the part-time paid firefighters are currently working (these are actual tracked numbers, and not the same as those projected from our original SAFER grant; those numbers projected the 12 part-time firefighters would equal 4 full-time firefighters and were based on a work schedule of 72 hours per month for the part-timers). The current average for hours worked each month for full-time paid firefighters is calculated at 240 hours (10 shifts per month @ 24 hours). Using these metrics LFRA is saving approximately \$150,000 annually utilizing the part-time paid firefighters for minimum staffing on Engine 3 and Engine 5. Another factor in the cost-effectiveness modeling can be seen in the difference when multiple alarms or a shift recall occurs. When considering overtime costs for full-time firefighters, the increase in the cost-effectiveness of the above model goes up by 1 ½ - 2 times the savings that is shown above.

Greater firefighter availability is another advantage of this staffing model. An obvious advantage of the increased number of firefighters available for response can be seen using the above model

of part-time paid and full-time paid firefighters. When a multiple alarm or shift recall is needed (currently this occurs approximately 30 times each year) 10 off duty part-time firefighters would be available to respond to the recall (two would be on duty at any given time on Engine 3 and Engine 5). Contrast this to the full-time option with two firefighters on duty at these same two engines and you would potentially have three off-duty full-time paid firefighters to respond to the recall. Thus, more than three times the staffing is potentially available to respond to the recall, or multi-alarm call, with part-time firefighters as opposed to the numbers available with only using a full-time staffing option.

Effectiveness and efficiency in hiring full-time firefighters is an additional advantage of the three-tiered staffing model. Traditionally, the hiring of full-time firefighters has been a mixture of both art and science; the organizations that do this effectively balance both in their hiring processes. Nevertheless, even in the best hiring process, positive outcomes are never guaranteed. LFRA's three-tiered staffing model is unique and advantageous in that the process is based on two additional tiers or levels of participation, where the organization gets the opportunity to "see" their future full-time firefighters actually working in the role as volunteers and/or part-time paid firefighters before they are ever offered a position as a full-time firefighter. This system allows both the firefighter and the organization the opportunity to work together and in effect "try each other out" before the long-term commitment is made in the form of a full-time position. With very stringent and specific employment laws in place, employers need to be as sure as possible that the hiring of a full-time firefighter is a good fit for the organization. Hiring from the list of volunteers and part-time paid firefighters is the most effective and efficient way to ensure that quality candidates are selected to the ranks of full-time firefighters for LFRA.

LFRA's three-tiered staffing model is also developmental and a real advantage for firefighters entering the profession. One of the most significant changes in the volunteer firefighter workforce in the last twenty years has been the profile of the typical volunteer. Twenty years ago it was not uncommon to have a large portion of the volunteer workforce serving from a motivation of community service only, with no real interest or intention of seeking a full-time firefighter position. Today, nearly every volunteer that enters the workforce for LFRA has as their overall goal a desire to be employed as a full-time paid firefighter. In the past, volunteers would stay with the organization and receive a pension after 10 or 20 years. Today, volunteers are staying less than five years for most, and their interest is in building a stronger resume and gaining more training and certifications to enhance their chances at employment. LFRA's three-tiered staffing model is designed to assist the volunteers and part-time paid firefighters by providing greater training opportunities, and completing task books that address not only certifications, but qualifications of the individual firefighter as well. Currently, there is a real competition for positions within LFRA for both volunteers and part-time paid firefighters. It is understood by most firefighters that being a member of the LFRA workforce has a high degree of respect throughout the firefighting community in Colorado and is an enhancement for those seeking full-time employment as a firefighter. Organizationally, LFRA benefits from the program's reputation, as some of the best and brightest are working hard to become LFRA volunteers. The three-tiered workforce is a benefit to LFRA as the base level volunteer comes in as a highly competent candidate, which will typically result in the best of the volunteers being selected for part-time positions. Then, the next step would be the selection of the best part-time paid firefighters for full-time positions as they are available. If the model works as intended, the participants in the workforce gain from the program and LFRA gains from the program as well. In other words, the three-tiered staffing model is a "win-win" for all involved.

Ancillary Needs for the Three-Tiered Staffing Model

Although the three-tiered staffing model is one of the best for small to medium sized fire departments, with significant advantages for both the organization and the firefighters, there are ancillary requirements for implementing and successfully managing this type of system. One of the most important ancillary needs of this model comes in the form of a solid recruiting plan. In order for the three-tiered staffing model to work to its most effective manner, excellent recruiting for volunteers is essential. Another essential for this model to work is to adequately care for the logistical needs of the volunteers that are brought into the organization. Most successful departments that opt for this kind of a three-tiered model for staffing utilize a Recruitment, Retention and Logistics (RRL) Officer. Within LFRA, staffing levels remain low within the Operations Division and Administration. Currently, there are no extra positions available to adequately perform the essential functions of recruiting and logistics support for LFRA's volunteers.

Presently, this system is working, and certainly has worked for two years, (2010-2011), but longevity for volunteers is a concern, along with adequately recruiting and appointing qualified members of protected classes. It is believed that the hiring of a RRL Officer is essential for LFRA if this three-tiered staffing model is to be effective for the duration of the years covered by this strategic plan. LFRA has applied for a SAFER Grant for this RRL Officer position and hopes to be successful in the grant application process. If this award is not forthcoming, the organization will have to pursue other means to carry out effective recruiting and retention efforts and logistical support methods for the volunteers within the organization. Another need for the three-tiered staffing model will be an on-going analysis of the model to ensure that the organization's workforce needs are being met.

Concerns for the Long-Term Use of Three-Tiered Staffing Model

Much has been stated about the positive aspects of the three-tiered staffing model for LFRA. However, concerns do exist. Based on historical data and information relative to how much volunteers and part-time paid firefighters can be used effectively within a workforce staffing model, there are limits for the use of part-time firefighters. For example, the fire service has a built in need for its members in strategic, tactical and task level positions to have knowledge, skills and abilities (KSAs) for firefighting operations. A significant portion of these KSAs can only come with experience. Typically, volunteers and part-time paid firefighters are the least experienced of the crew members. Thus, a real concern for this type of staffing program is in the experience level of the firefighters on duty. Because of this, LFRA has a targeted staffing criteria maximum of no more than 15% of the daily workforce, or no more than three on duty fire crews, utilizing part-time paid firefighters to achieve minimum staffing levels. It is believed that this targeted maximum level of use for part-time paid firefighters will ensure that on duty paid firefighters have the needed experience level and capabilities for combat firefighting operations.

Perhaps the most significant concern about this model is its ability to be adaptable and effective in the distant future (next 10 years or more) for LFRA. The Loveland Community and LFRA will grow in the future. As more people come into the area, more fire service personnel will be needed to accommodate the demands for more emergency calls. The organization should commit to regularly (annually) evaluate the three-tiered workforce staffing model to ensure it remains effective. There should also be a comprehensive workforce analysis completed during the next three to five years of the 2012 Strategic Plan. This analysis should forecast, based on research and predictions, what the best and most needed workforce will be for LFRA in the future.

Future strategic planning considerations and the potential for additional funding mechanisms will need to be addressed if there is a move away from the current three-tiered staffing model. Identifying potential funding streams should be a part of the analysis if there is a recommendation to move away from the current staffing model.

Planning Assumptions

Staffing and Deployment Planning Assumption 1 - Fire companies for LFRA are to be staffed at three personnel minimum with a target for deployment for structure fires at 14 firefighting personnel; meeting the intent of NFPA 1710.

Staffing and Deployment Planning Assumption 2 - The three-tiered staffing model, made up of volunteers, part-time paid and full-time paid firefighters, is the workforce staffing model that will be used by LFRA throughout the years of operation of this strategic plan (2012-2020).

Staffing and Deployment Planning Assumption 3 - Numerous organizational advantages exist with the utilization of the three-tiered staffing model, including significant annual cost savings for LFRA.

Staffing and Deployment Planning Assumption 4 - A need exists for a full-time Recruitment, Retention and Logistics Officer if the three-tiered staffing model is to be operated at a level of efficiency and dependability.

Staffing and Deployment Planning Assumption 5 - The three-tiered staffing model has two major concerns that can impact its future use. Over-utilization of the part-time paid firefighters and their lack of overall firefighting experience. The feasibility for utilizing the three-tiered staffing model in the future must be considered for future planning.

Staffing and Deployment Planning Assumption 6 - Periodic, ongoing evaluations for the efficiency and effectiveness of the three-tiered staffing model are needed. In addition, there is a need for a future, more comprehensive, workforce-staffing analysis to determine the best and most effective future staffing model for LFRA.

Staffing and Deployment Planning Assumption 7 - All future staffing levels within every division of LFRA is based on normal forecasted expansion of population and businesses or industrial complexes within the fire authority's response area.



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Item No.: 5

Meeting Date: March 15, 2012

Prepared By: Renee Wheeler, Public Safety Administrative Director

TITLE

"Re-appropriation" Ordinance Request and 2011 Budget Performance

EXECUTIVE SUMMARY

As of March 2, 2012, the City's Fire Department collected \$242,438 more revenue than was budgeted for the year and spent \$233,368 less than the expenditure budget for a net favorable balance of \$475,806. This money is accumulated in the City's General Fund Balance. The Fire Authority has requested that the City "re-appropriate" \$236,966 of the \$475,806 primarily for capital purchases that were deferred to ensure that other operational expenditures would be adequately covered by the 2011 Budget. The following table highlights those requests, and a document has been attached that provides a more thorough description of each of the items and how they impact service delivery.

Description	Request Amount
Positive Pressure Attack Training Prop	\$18,500
Rope Rescue Equipment for Reserve Truck	5,000
Treadmill	3,000
Radios (5 mobile and 16 portable)	106,200
Mobile King Radio (VHF) Engine 8	4,000
Dive Rescue Boat	10,000
Battalion Chief Simulator	3,400
Hazmat Physicals	6,000
Air Compressor	58,000
Correct Community Safety Division Budgeted Salaries	4,866
Telestaff Auction and Electronic Timesheet Modules	18,000
Total	\$236,966

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Additionally, staff will request that \$162,650 be added to the 2012 Station 6 Expansion budget of \$767,350 from the fire capital expansion fees that have been accumulated for capital related to growth in the community. This would result in a budget of \$930,000. Finally, staff will also request that \$127,000 be added to the budget for the Public Safety Administrative Director salary, benefits and taxes in congruence with the agreement made in 2011 that the City would fund the position in 2012.

BACKGROUND

Each year the City processes a “rollover ordinance” in April that appropriates dollars remaining for budgeted projects that were incomplete at year end or purchases made that were not received by year end. The money can only be appropriated if there is a net increase in the General Fund’s Fund Balance in excess of planned amount. This occurs when the General Fund revenue in total exceeds the General Fund expenditures in total; the General Fund revenue exceeds the revenue budget; and the General Fund expenditures are less than the expenditure budget. The *December 2011 Snapshot* (the monthly financial report that the City Council receives) reported that the General Fund revenue exceeded the General Fund expenditures by \$3.1 million. These are not final numbers for the year because several year-end transactions are posted through March for revenues earned in 2011 expected to be collected within 60 days of year end and expenditures for goods and services provided by December 31 that weren’t invoiced until 2012. However, the December 2011 reports as of February 29, 2012, reflect that revenues for the General Fund exceed the expenditures by \$3,022,405; the General Fund revenues exceed the budget by \$3,619,944; and the General Fund expenditures are less than the budget by \$5,374,613. These appear to be favorable conditions for the consideration of requests the department has made for “re-appropriation” of fire department budgeted funds.

Determination of 2011 Amount Eligible for “Re-Appropriation”

The following table demonstrates that net amount available in the General Fund for re-appropriation based on the Fire Department budget status at year end is \$330,069, taking into consideration adjustments for federal grant revenue in excess of the budget and personnel budget savings made possible by a transfer at year end.

Description	Amount	Comments
2011 Fire Suppression Division:		
Revenue in Excess of the Budget less Fed. Grants in Excess the Budget	\$93,231	Due primarily to Rural District contribution to paid firefighter pension, rural contract, academy training fee collections
Expenditures Less than the Budget Less Savings in Personnel	170,943	Primarily capital equipment \$169,136
Total Available Suppression	\$264,174	

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2011 Community Safety (Prevention) Division:		
Revenue in Excess of Budget	11,908	Due primarily to Permits and Inspections Fees
Expenditures Less than the Budget	53,987	Personnel costs (insurance, non-benefited wages primarily); supplies \$7,400; schooling \$8,400
Total Available Prevention	\$65,895	
Grand Total Available in General Fund for the Fire Dept.	\$330,069	

Fire Suppression Division revenue recognized for 2011 as of the reports printed on March 1, 2012 exceeded the budget by \$230,530. However, \$137,299 of the \$230,530 is associated with federal grant revenue. Since these grants are reimbursement based, the assumption has been made that a year-end transaction still needs to be made for cash received in 2011 that was likely recognized as revenue in 2010, requiring an adjustment to reduce the revenue and a receivable. Therefore we have excluded the federal grants revenue in excess of the budget from the calculation of the amount eligible for "re-appropriation".

The Fire Suppression Division expenditures recognized for 2011 as of the reports printed on March 1, 2012 were less than the budget by \$179,381. During 2011 substantial accumulated benefit "payouts" related to turnover (\$73,610) and the corresponding overtime to cover shifts adversely impacted the personnel service budgets. A \$68,000 transfer was made toward the end of the year from the remaining appropriated funds in the non-departmental division, held for distribution to departments to make merit based lump-sum increases, in lieu of a supplemental appropriation from the reserve held in the General Fund for unexpected accumulation benefit "payouts". Therefore, the department feels that the \$8,438 savings in the personnel service category of accounts should be excluded from the calculation of the amount eligible for "re-appropriation". As demonstrated by the table above most of the savings for the Fire Suppression Division were generated from the deferral of capital purchases. The capital expenditures were less than the budget by \$169,137 or 99% of the \$170,381 in savings.

The Community Safety Division revenue recognized in 2011 exceeded the budget by \$11,908 and the expenditures recognized in 2011 were less than the budget by \$53,987 as of the March 1, 2012 reports. There were no adjustments necessary to fairly calculate the amount eligible for "re-appropriation".

As you remember the City was willing to pay for the Public Safety Administrative Director position. The salary with a probationary increase at six months is estimated to be \$102,613; insurance at the amount in the 2012 Budget Preparation Manual of \$11,420; retirement at 5% of salary or \$5,125; and taxes at 7.65% of salary or \$7,842. The total appropriation would need to be \$126,887, rounded to \$127,000. The General Fund Contribution to the Fire Authority would increase by this amount and it would be reflected as both revenue and expenditures in the Fire Authority Fund.

In 2011 the Fire Department was funded entirely by the City of Loveland; therefore, staff understands that any "re-appropriated" funds should be appropriated in the General Fund and would not be subject to the Loveland

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Fire Rescue Authority cost sharing allocation (Net Expenditures at 82% City/18% Rural District). This conclusion is also supported by the intergovernmental agreement provision that the City retain ownership of capital equipment. All but one of the requests is related to equipment.

The 2011 Fire Capital Expansion Fee Fund estimated ending balance is \$2.4 million. The budget for the Station 6 expansion was appropriated at \$767,350. That budget was based on \$161 per square foot library expansion construction costs that the City was experiencing at the time. The architects are currently estimating that the construction costs will be \$191 per square foot, primarily due to construction materials and labor commanding a higher price in the market today as compared to a year ago. The current estimate for the Station 6 expansion is \$930,000. Therefore, we are requesting an additional appropriation of fire capital expansion fees already in the fund balance of \$162,650.

Process

There is an approval process for these requests. The City Manager must approve them for inclusion in the appropriation ordinance. The ordinance then will be submitted to City Council for consideration on first reading April 3rd and on second reading April 17th.

Summary

The Department has been extremely frugal to contribute to the financial sustainability strategies of the City and have been proud to demonstrate to the community that the City has been responsive to the economic challenges in partnership with all City departments. The City budgetary performance for 2011 appears quite favorable. ***Loveland Fire Rescue Authority is respectfully requesting that \$236,966 of the \$330,069 be re-appropriated primarily for capital needs, leaving \$93,103 plus the amounts adjusted out of the calculation for additions to the General Fund balance.***

The tables that are attached in the Exhibit will provide details related to the individual requests for “re-appropriation”. The budget reports are attached to demonstrate the source of the numbers provided above. As always please contact either Chief Mirowski (X2827) or Renee Wheeler (X2704) if you have any questions or concerns. Naturally we are available by email and cell phone as well.

STAFF RECOMMENDATION

This material is provided as information relative to the year-end budget performance and the request for funding that has been made to the City for funds remaining in the budget at year end. There is no official action by the Loveland Fire Authority Board because the requests are made of City funds remaining prior to the existence of the Authority. Requests that may be generated at the end of 2012 would have to be made of the Loveland Fire Rescue Authority Board, the City of Loveland, and the Loveland Rural Fire Protection District.



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FINANCIAL/ECONOMIC IMPACTS

There was a considerable positive budget performance variance in 2011. Requests are in the process for additional funding within 2012 of \$236,966 primarily for operations capital, \$127,000 for the Public Safety Administrative Director, and \$162,650 of the accumulated Fire Capital Expansion Fees for the Station 6 Expansion project.

ASSOCIATED STRATEGIC GOALS

Protect life and property in a safe manner and deliver cost effective services.

ATTACHMENTS

City of Loveland – Budget Revenue Report

City of Loveland – Authorized Spending Report

Exhibit: Individual Requests

City of Loveland-LIVE

Budget Revenue Report

To Date: 12/31/2011

Run Date: 03/01/2012

Segments/Accounts	YTD Budget	Total Budget	MTD Rev	YTD Rev	YTD Variance	YTD %	Total Variance	Total %
222 : Fire Suppression								
Intergovernmental :								
100-22-222-0000-32000 : Federal Grants	147,730.00	147,730.00	48,401.48	285,028.53	-137,298.53	-92.94	-137,298.53	-92.94
100-22-222-0000-32401 : Rural Fire - Fire Pension	21,940.00	21,940.00	88,405.12	88,405.12	-66,465.12	-302.94	-66,465.12	-302.94
100-22-222-0000-32402 : Rural Fire District	958,750.00	958,750.00	0.00	984,908.06	-26,158.06	-2.73	-26,158.06	-2.73
100-22-222-0000-32404 : Rural Fire Special Payt	89,900.00	89,900.00	0.00	88,501.87	1,398.13	1.56	1,398.13	1.56
SubTotal : Intergovernmental	1,218,320.00	1,218,320.00	136,806.60	1,446,843.58	-228,523.58	-18.76	-228,523.58	-18.76
Charges For Services :								
100-22-222-0000-32612 : Academy Training	17,510.00	17,510.00	0.00	26,361.46	-8,851.46	-50.55	-8,851.46	-50.55
100-22-222-0000-32613 : Hazmat Billing	8,000.00	8,000.00	0.00	1,155.15	6,844.85	85.56	6,844.85	85.56
SubTotal : Charges For Services	25,510.00	25,510.00	0.00	27,516.61	-2,006.61	-7.87	-2,006.61	-7.87
SubTotal : 222 : Fire Suppression	1,243,830.00	1,243,830.00	136,806.60	1,474,360.19	-230,530.19	-18.53	-230,530.19	-18.53
223 : Community Safety								
Licenses & Permits :								
100-22-223-0000-31100 : Building	44,000.00	44,000.00	0.00	0.00	44,000.00	100.00	44,000.00	100.00
100-22-223-0000-31200 : Contractor	3,500.00	3,500.00	750.00	4,000.00	-500.00	-14.29	-500.00	-14.29
100-22-223-0000-31304 : Fire Permit & Inspection	25,000.00	25,000.00	5,252.17	74,590.88	-49,590.88	-198.36	-49,590.88	-198.36
100-22-223-0000-31305 : Firework Stand Review	10,000.00	10,000.00	0.00	11,850.00	-1,850.00	-18.50	-1,850.00	-18.50
100-22-223-0000-31400 : Special Events	28,000.00	28,000.00	6,550.00	30,520.00	-2,520.00	-9.00	-2,520.00	-9.00
SubTotal : Licenses & Permits	110,500.00	110,500.00	12,552.17	120,960.88	-10,460.88	-9.47	-10,460.88	-9.47
Intergovernmental :								
100-22-223-0000-32102 : Emergency Mgmt Grant	14,880.00	14,880.00	0.00	14,009.58	870.42	5.85	870.42	5.85
100-22-223-0000-32403 : Rural Fire Inspection Fee	3,500.00	3,500.00	1,257.06	5,817.74	-2,317.74	-66.22	-2,317.74	-66.22
SubTotal : Intergovernmental	18,380.00	18,380.00	1,257.06	19,827.32	-1,447.32	-7.87	-1,447.32	-7.87
SubTotal : 223 : Community Safety	128,880.00	128,880.00	13,809.23	140,788.20	-11,908.20	-9.24	-11,908.20	-9.24
Grand Total :	1,372,710.00	1,372,710.00	150,615.83	1,615,148.39	-242,438.39	-17.66	-242,438.39	-17.66

City of Loveland-LIVE
Authorized Spending Report

To Date: 12/3 From Period: 1 To Period: 14

Run Date: 03/01/2012

Segments/Accounts	YTD Budget	Total Budget	MTD Exp	YTD Exp	YTD PreEnc	YTD Enc	YTD Available	YTD Percent	Total Available	Total Percent
222 : Fire Suppression										
Personal Services :										
100-22-222-0000-41011 : Salaries-Benefited Emp	4,184,740.00	4,184,740.00	307,561.92	4,276,914.12	0.00	0.00	-92,174.12	-2.20	-92,174.12	-2.20
100-22-222-0000-41012 : Salaries-Non Benefited Emp	121,980.00	121,980.00	9,039.92	138,785.15	0.00	0.00	-16,805.15	-13.78	-16,805.15	-13.78
100-22-222-0000-41021 : Overtime-Benefited Emp	271,730.00	271,730.00	17,147.33	354,670.79	0.00	0.00	-82,940.79	-30.52	-82,940.79	-30.52
100-22-222-0000-41025 : FLSA Premium Pay	82,870.00	82,870.00	7,211.46	99,095.07	0.00	0.00	-16,225.07	-19.58	-16,225.07	-19.58
100-22-222-0000-41030 : Special Events	0.00	0.00	0.00	752.50	0.00	0.00	-752.50	0.00	-752.50	0.00
100-22-222-0000-41090 : Monetary Award	0.00	0.00	1,974.33	1,974.33	0.00	0.00	-1,974.33	0.00	-1,974.33	0.00
100-22-222-0000-41095 : Car Allowance	0.00	0.00	969.20	9,369.28	0.00	0.00	-9,369.28	0.00	-9,369.28	0.00
100-22-222-0000-41099 : Other Personal Services	0.00	0.00	0.00	-260,708.25	0.00	0.00	260,708.25	0.00	260,708.25	0.00
100-22-222-0000-41541 : Worker's Compensation	148,520.00	148,520.00	12,376.63	148,520.00	0.00	0.00	0.00	0.00	0.00	0.00
100-22-222-0000-41543 : Insurance Benefits	759,000.00	759,000.00	58,846.59	796,012.90	0.00	0.00	-37,012.90	-4.88	-37,012.90	-4.88
100-22-222-0000-41544 : F.I.C.A. Taxes	82,160.00	82,160.00	5,277.68	77,917.02	0.00	0.00	4,242.98	5.16	4,242.98	5.16
100-22-222-0000-41545 : General Pension & Retirement	443,590.00	443,590.00	33,447.08	450,623.28	0.00	0.00	-7,033.28	-1.59	-7,033.28	-1.59
100-22-222-0000-41547 : Volunteer Fire Pension	96,180.00	96,180.00	88,405.12	88,405.12	0.00	0.00	7,774.88	8.08	7,774.88	8.08
SubTotal : Personal Services	6,190,770.00	6,190,770.00	542,257.26	6,182,331.31	0.00	0.00	8,438.69	0.14	8,438.69	0.14
Supplies :										
100-22-222-0000-42011 : Office Supplies	11,450.00	11,450.00	1,199.53	10,864.15	0.00	0.00	585.85	5.12	585.85	5.12
100-22-222-0000-42012 : Office Furn/Eq (Non-Cap)	6,050.00	6,050.00	214.47	4,135.69	0.00	0.00	1,914.31	31.64	1,914.31	31.64
100-22-222-0000-42014 : Books & Periodicals	2,500.00	2,500.00	0.00	2,281.35	0.00	0.00	218.65	8.75	218.65	8.75
100-22-222-0000-42015 : Computer Supply & Equipmt	30,880.00	30,880.00	2,401.70	10,973.70	0.00	0.00	19,906.30	64.46	19,906.30	64.46
100-22-222-0000-42021 : Chemicals, Drugs & Lab Supplies	3,100.00	3,100.00	0.00	1,880.00	0.00	0.00	1,220.00	39.36	1,220.00	39.36
100-22-222-0000-42024 : Recreation/Fitness Supplies	1,100.00	1,100.00	0.00	679.85	0.00	0.00	420.15	38.20	420.15	38.20
100-22-222-0000-42025 : Clothing	66,570.00	66,570.00	2,151.66	53,592.64	0.00	0.00	12,977.36	19.49	12,977.36	19.49
100-22-222-0000-42031 : Motor Oil & Lubricants	300.00	300.00	0.00	289.38	0.00	0.00	10.62	3.54	10.62	3.54
100-22-222-0000-42032 : Parts & Supplies	10,150.00	10,150.00	900.46	9,942.76	0.00	0.00	207.24	2.04	207.24	2.04
100-22-222-0000-42033 : Tools/Equip (Non-Cap)	14,350.00	14,350.00	848.50	19,048.48	0.00	0.00	-4,698.48	-32.74	-4,698.48	-32.74
100-22-222-0000-42097 : Safety Supplies	21,920.00	21,920.00	0.00	17,474.81	0.00	0.00	4,445.19	20.28	4,445.19	20.28
100-22-222-0000-42323 : Janitorial Supplies	10,100.00	10,100.00	734.35	9,215.59	0.00	0.00	884.41	8.76	884.41	8.76
100-22-222-0000-42334 : Building & Paint Supplies	10,300.00	10,300.00	512.56	10,969.11	0.00	0.00	-669.11	-6.50	-669.11	-6.50
100-22-222-0000-42336 : Electrical Parts & Supplies	1,000.00	1,000.00	0.00	385.52	0.00	0.00	614.48	61.45	614.48	61.45
100-22-222-0000-42422 : Food	6,500.00	6,500.00	485.69	4,328.83	0.00	0.00	2,171.17	33.40	2,171.17	33.40
100-22-222-0000-42899 : Other Supplies	27,310.00	27,310.00	520.67	31,105.99	0.00	0.00	-3,795.99	-13.90	-3,795.99	-13.90
SubTotal : Supplies	223,580.00	223,580.00	9,969.59	187,167.85	0.00	0.00	36,412.15	16.29	36,412.15	16.29
Purchased Services :										
100-22-222-0000-43021 : Printing	750.00	750.00	0.00	1,468.92	0.00	0.00	-718.92	-95.86	-718.92	-95.86
100-22-222-0000-43097 : Lockbox/Cr Card Bank Fees	0.00	0.00	0.00	4.95	0.00	0.00	-4.95	0.00	-4.95	0.00
100-22-222-0000-43265 : Mileage Reimbursement	2,600.00	2,600.00	153.51	582.59	0.00	0.00	2,017.41	77.59	2,017.41	77.59
100-22-222-0000-43270 : Travel/Meetings/Schooling	34,500.00	34,500.00	1,265.63	36,497.27	0.00	0.00	-1,997.27	-5.79	-1,997.27	-5.79
100-22-222-0000-43280 : Schooling Expense	0.00	0.00	0.00	250.00	0.00	0.00	-250.00	0.00	-250.00	0.00
100-22-222-0000-43311 : Ins Deductible, Prop/Liab	2,000.00	2,000.00	1,000.00	1,000.00	0.00	0.00	1,000.00	50.00	1,000.00	50.00

100-22-222-0000-43312 : General Liability	34,400.00	34,400.00	2,866.63	34,400.00	0.00	0.00	0.00	0.00	0.00	0.00
100-22-222-0000-43341 : Workers' Comp Dept Share	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-22-222-0000-43435 : Membership Fees & Dues	5,920.00	5,920.00	0.00	5,389.00	0.00	0.00	531.00	8.97	531.00	8.97
100-22-222-0000-43449 : Employment Screening	2,400.00	2,400.00	505.00	2,902.45	0.00	0.00	-502.45	-20.94	-502.45	-20.94
100-22-222-0000-43450 : Professional Services	19,300.00	19,300.00	12,000.00	14,095.86	0.00	0.00	5,204.14	26.96	5,204.14	26.96
100-22-222-0000-43499 : Temp Agency Personnel	11,500.00	11,500.00	0.00	-2,129.22	0.00	0.00	13,629.22	118.52	13,629.22	118.52
100-22-222-0000-43534 : Veh & Eq Maint-Internal Svc	286,940.00	286,940.00	45,660.11	314,865.99	0.00	0.00	-27,925.99	-9.73	-27,925.99	-9.73
100-22-222-0000-43562 : Veh & Equip Maint-Outsourced	5,200.00	5,200.00	14.99	6,234.76	0.00	0.00	-1,034.76	-19.90	-1,034.76	-19.90
100-22-222-0000-43569 : Repair & Maintenance	90,160.00	90,160.00	1,119.47	89,679.19	0.00	0.00	480.81	0.53	480.81	0.53
100-22-222-0000-43593 : Laundry Service	2,800.00	2,800.00	0.00	1,935.47	0.00	0.00	864.53	30.88	864.53	30.88
100-22-222-0000-43645 : Telephone	40,200.00	40,200.00	6,224.95	45,470.88	0.00	0.00	-5,270.88	-13.11	-5,270.88	-13.11
100-22-222-0000-43654 : Vehicle Replacement	86,680.00	86,680.00	0.00	109,921.00	0.00	0.00	-23,241.00	-26.81	-23,241.00	-26.81
100-22-222-0000-43711 : Postage	1,600.00	1,600.00	109.44	1,104.11	0.00	0.00	495.89	30.99	495.89	30.99
100-22-222-0000-43718 : Communication Service	45,290.00	45,290.00	6,001.11	45,143.99	0.00	0.00	146.01	0.32	146.01	0.32
100-22-222-0000-43775 : Equipment Lease	100.00	100.00	0.00	0.00	0.00	0.00	100.00	100.00	100.00	100.00
100-22-222-0000-43833 : Subscriptions	5,200.00	5,200.00	142.20	4,754.75	0.00	0.00	445.25	8.56	445.25	8.56
100-22-222-0000-43895 : Monetary Awards & Recgntn	17,390.00	17,390.00	335.00	7,159.72	0.00	0.00	10,230.28	58.83	10,230.28	58.83
100-22-222-0000-43899 : Other Services	16,350.00	16,350.00	850.00	25,154.88	0.00	0.00	-8,804.88	-53.85	-8,804.88	-53.85
SubTotal : Purchased Services	711,280.00	711,280.00	78,248.04	745,886.56	0.00	0.00	-34,606.56	-4.87	-34,606.56	-4.87
Capital Outlay :										
100-22-222-0000-48244 : Motor Vehicle	38,500.00	38,500.00	0.00	38,500.00	0.00	0.00	0.00	0.00	0.00	0.00
100-22-222-0000-49399 : Other Capital	269,320.00	269,320.00	14,691.83	90,975.58	0.00	9,207.56	169,136.86	62.80	169,136.86	62.80
SubTotal : Capital Outlay	307,820.00	307,820.00	14,691.83	129,475.58	0.00	9,207.56	169,136.86	54.95	169,136.86	54.95
SubTotal 222 : Fire Suppression	7,433,450.00	7,433,450.00	645,166.72	7,244,861.30	0.00	9,207.56	179,381.14	2.41	179,381.14	2.41
223 : Community Safety										
Personal Services :										
100-22-223-0000-41011 : Salaries-Benefited Emp	391,400.00	391,400.00	31,698.08	438,690.12	0.00	0.00	-47,290.12	-12.08	-47,290.12	-12.08
100-22-223-0000-41012 : Salaries-Non Benefited Emp	24,260.00	24,260.00	700.00	5,591.90	0.00	0.00	18,668.10	76.95	18,668.10	76.95
100-22-223-0000-41020 : Perpetual On-Call Pay	7,790.00	7,790.00	173.79	4,517.03	0.00	0.00	3,272.97	42.02	3,272.97	42.02
100-22-223-0000-41021 : Overtime-Benefited Emp	17,350.00	17,350.00	371.24	15,228.62	0.00	0.00	2,121.38	12.23	2,121.38	12.23
100-22-223-0000-41030 : Special Events	45,000.00	45,000.00	2,225.90	24,846.10	0.00	0.00	20,153.90	44.79	20,153.90	44.79
100-22-223-0000-41090 : Monetary Award	0.00	0.00	267.66	267.66	0.00	0.00	-267.66	0.00	-267.66	0.00
100-22-223-0000-41099 : Other Personal Services	0.00	0.00	0.00	-25,363.00	0.00	0.00	25,363.00	0.00	25,363.00	0.00
100-22-223-0000-41541 : Worker's Compensation	8,100.00	8,100.00	675.00	8,100.00	0.00	0.00	0.00	0.00	0.00	0.00
100-22-223-0000-41543 : Insurance Benefits	76,000.00	76,000.00	4,431.62	62,383.58	0.00	0.00	13,616.42	17.92	13,616.42	17.92
100-22-223-0000-41544 : F.I.C.A. Taxes	8,560.00	8,560.00	852.99	10,174.38	0.00	0.00	-1,614.38	-18.86	-1,614.38	-18.86
100-22-223-0000-41545 : General Pension & Retirement	40,740.00	40,740.00	3,135.22	41,751.79	0.00	0.00	-1,011.79	-2.48	-1,011.79	-2.48
SubTotal : Personal Services	619,200.00	619,200.00	44,531.50	586,188.18	0.00	0.00	33,011.82	5.33	33,011.82	5.33
Supplies :										
100-22-223-0000-42011 : Office Supplies	2,970.00	2,970.00	198.62	1,397.94	0.00	0.00	1,572.06	52.93	1,572.06	52.93
100-22-223-0000-42012 : Office Furn/Eq (Non-Cap)	1,000.00	1,000.00	316.00	1,316.00	0.00	0.00	-316.00	-31.60	-316.00	-31.60
100-22-223-0000-42014 : Books & Periodicals	2,000.00	2,000.00	499.65	1,603.12	0.00	0.00	396.88	19.84	396.88	19.84
100-22-223-0000-42015 : Computer Supply & Equipmt	9,940.00	9,940.00	4,850.00	9,377.61	0.00	0.00	562.39	5.66	562.39	5.66
100-22-223-0000-42025 : Clothing	2,500.00	2,500.00	588.00	854.16	0.00	0.00	1,645.84	65.83	1,645.84	65.83
100-22-223-0000-42033 : Tools/Equip (Non-Cap)	15,300.00	15,300.00	2,253.00	14,596.36	0.00	0.00	703.64	4.60	703.64	4.60
100-22-223-0000-42078 : Supplies For Programs Or Resale	2,000.00	2,000.00	461.50	1,884.64	0.00	0.00	115.36	5.77	115.36	5.77
100-22-223-0000-42422 : Food	2,000.00	2,000.00	88.63	1,064.28	0.00	0.00	935.72	46.79	935.72	46.79
100-22-223-0000-42899 : Other Supplies	5,750.00	5,750.00	2,386.07	3,890.93	0.00	0.00	1,859.07	32.33	1,859.07	32.33
SubTotal : Supplies	43,460.00	43,460.00	11,641.47	35,985.04	0.00	0.00	7,474.96	17.20	7,474.96	17.20

Purchased Services :

100-22-223-0000-43021 : Printing	2,390.00	2,390.00	0.00	817.68	0.00	0.00	1,572.32	65.79	1,572.32	65.79
100-22-223-0000-43097 : Lockbox/Cr Card Bank Fees	300.00	300.00	10.50	403.63	0.00	0.00	-103.63	-34.54	-103.63	-34.54
100-22-223-0000-43270 : Travel/Meetings/Schooling	14,900.00	14,900.00	421.10	6,467.89	0.00	0.00	8,432.11	56.59	8,432.11	56.59
100-22-223-0000-43311 : Ins Deductible, Prop/Liab	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	100.00	1,000.00	100.00
100-22-223-0000-43312 : General Liability	3,610.00	3,610.00	300.87	3,610.00	0.00	0.00	0.00	0.00	0.00	0.00
100-22-223-0000-43341 : Workers' Comp Dept Share	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-22-223-0000-43435 : Membership Fees & Dues	2,140.00	2,140.00	310.00	1,409.00	0.00	0.00	731.00	34.16	731.00	34.16
100-22-223-0000-43450 : Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-22-223-0000-43534 : Veh & Eq Maint-Internal Svc	10,340.00	10,340.00	3,453.06	11,312.45	0.00	0.00	-972.45	-9.41	-972.45	-9.41
100-22-223-0000-43569 : Repair & Maintenance	38,600.00	38,600.00	985.16	36,148.68	0.00	0.00	2,451.32	6.35	2,451.32	6.35
100-22-223-0000-43645 : Telephone	7,100.00	7,100.00	1,044.02	5,668.11	0.00	0.00	1,431.89	20.17	1,431.89	20.17
100-22-223-0000-43654 : Vehicle Replacement	20,580.00	20,580.00	0.00	20,580.00	0.00	0.00	0.00	0.00	0.00	0.00
100-22-223-0000-43711 : Postage	800.00	800.00	59.67	611.35	0.00	0.00	188.65	23.58	188.65	23.58
100-22-223-0000-43737 : Advertising	730.00	730.00	912.31	2,523.43	0.00	0.00	-1,793.43	-245.68	-1,793.43	-245.68
100-22-223-0000-43775 : Equipment Lease	150.00	150.00	0.00	0.00	0.00	0.00	150.00	100.00	150.00	100.00
100-22-223-0000-43833 : Subscriptions	900.00	900.00	0.00	446.95	0.00	0.00	453.05	50.34	453.05	50.34
100-22-223-0000-43899 : Other Services	0.00	0.00	0.00	40.60	0.00	0.00	-40.60	0.00	-40.60	0.00
SubTotal : Purchased Services	103,540.00	103,540.00	7,496.69	90,039.77	0.00	0.00	13,500.23	13.04	13,500.23	13.04
SubTotal : 223 : Community Safety	766,200.00	766,200.00	63,669.66	712,212.99	0.00	0.00	53,987.01	7.05	53,987.01	7.05
Grand Total :	8,199,650.00	8,199,650.00	708,836.38	7,957,074.29	0.00	9,207.56	233,368.15	2.85	233,368.15	2.85

Exhibit: Individual Requests

Title of Request: Positive Pressure Attack Training Prop		Amount of the Request: \$18,500
Description/Justification:		
<p>Because of low staffing levels, last year the department began a Positive Pressure Attack training program to improve the probability of retrieving victims in burning structure and create a safer environment for firefighters to work. This training is of particular importance because it uses science, technology, and innovation to accomplish tasks with fewer firefighters. The Positive Pressure Attack Prop for this program is a high priority item for the Suppression Division. The prop is designed to utilize the most up to date fire attack technique using positive pressure blowers. The prop will be used to teach the firefighters and officers the correct methods to assess the structure and perform a fire attack with the addition of the blower. The training will be a combination lecture and hands on skill application over a multiple-class session. The Loveland Fire Training will be used for the main classroom and drill work. The prop is approximately 30' wide and 50' long has multiple burn rooms and will need to have a concrete pad poured to allow for the prop to be built. The requested dollar amount listed below is to get the project built with the intent of the prop being reusable. The prop will require some ongoing annual maintenance costs for sheetrock and sections of the ceilings and walls as they deteriorate from use and the weather. Chief Sparks has contacted Dave Priddy in Streets, and they will be willing to remove the asphalt in the area where we will erect the prop once the ground begins to thaw out.</p>		
800 - 2x4x92-5/8	\$ 2.29	\$1,800
160 - 2x8x14	\$ 9.43	1,400
40 - 7/16 4x8 OSB	\$10.11	400
560- 4x8 5/8 fire rock	\$10.88	6,100
40 - 2x4x16	\$ 5.30	200
160 - 24x12x12 roofing panels	\$17.82	3,000
Misc. nails/screws/sheetrock tape		800
44. 5 cubic yards of concrete	\$80.90 per yd.	3,600
400 - 12" x 12" bricks	\$3.00	<u>1,200</u>
Project Total		\$18,500
Account Number	Account Title	Amount by Acct No.
100-22-222-0000-49399	Other Capital	\$18,500

Title of Request: Rope Rescue Equipment		Amount of the Request: \$5,000
Description/Justification:		
<p>This is a request for rollover monies to be used for rope rescue equipment on our Reserve Truck. This truck is outfitted fairly well, but it is lacking equipment for rope rescue incidents. Both the Squad and Truck 6 have rope rescue equipment on them; however, during a recall the reserve truck is one of the first vehicles staffed to get a truck back into the system. During significant incidents it is highly probable that both the Squad and Truck 6 will be committed and not readily available to respond to other incidents. This addition of the equipment listed below make sure the Reserve Truck is prepared to respond.</p>		
<p>Additionally, this equipment will also allow the Tactical Fire Team (SWAT / FIRE) to have equipment readily accessible for SWAT missions. The Police Department (LPD) SWAT has a high angle component (rappelling over a building to gain tactical advantage of the situation) within their team that is directly supported by Loveland Fire Rescue Authority (LFRA). The rope systems/equipment that are built and managed by LFRA for LPD SWAT come from one of our front line apparatus (Squad or Truck 6), which requires committing essential front line equipment to SWAT missions. This</p>		

Exhibit: Individual Requests

equipment on the reserve truck will help prevent taking essential equipment from front line apparatus and will provide essential equipment for the reserve apparatus when it is placed in service.

1. Blitz Pack - \$2,295.00
2. Anchor Pack - \$1,821.00
3. 600' 11.5mm Sterling super static rope - \$515.06
4. 1 – RRG Rescue Rope Bag(medium) - \$53.00
5. 1 – RRG Rescue Rope Bag(large) - \$58.00
6. 2 – Kelty Redwing 50 pack – \$99.90 each - \$199.80

Total - \$4,941.86

Account Number	Account Title	Amount by Acct No.
100-22-222-0000-42033	Tools and Equip (Non-Capital)	\$5,000

Title of Request: Treadmill **Amount of the Request:** \$3,000

Description/Justification:

The quoted cost is for a Spirit Fitness CT-800 Treadmill, delivered and installed at Station 1.

This equipment would be used for daily crew fitness workouts and utilized during annual fitness testing with the preprogramed fit test (Gerkin protocol). We currently do not have equipment with the programmed fit test capability so all tests have to be conducted at CSU and often have to be coordinated when personnel are not on duty. The use of this treadmill helps to augment LFRA firefighter cardiovascular fitness levels to meet the demands of the job performance requirements. The current equipment is assigned to Station 1. It is 10 years old and still functional. Since the treadmill at Station 3 is no longer functional, it is anticipated that the Station 1 treadmill would be moved to Station 3. There are fewer people assigned to Station 3; therefore, the use is less intensive and the hope is that the life of the equipment can be extended. Being fit for duty is a job requirement for all LFRA members and all members are tested annually by CSU Human Performance Lab.

Account Number	Account Title	Amount by Acct No.
100-22-222-0000-42024	Fitness Supplies	\$3,000

Title of Request: Radios **Amount of the Request:** \$106,200

Description/Justification:

There are three components to the radio system: mobile radios (use on apparatus), portable radios (personnel carry with them), and base radios (at each station). The department has 173 – 800 MHz radios. Over 70% of those radios were purchased in 1997 and are no longer supported by Motorola. This means that there is a 50% chance that the radio can be repaired by our contracted radio technicians, but no parts are available from Motorola. Last year 3 radios were not repairable, and the concern is that the number of failed units will increase as these radios continue to age.

The department's inventory has:

- portable radios (hand held) that became unsupported by Motorola in 2010,
- base radios (station radios) that became unsupported by Motorola in late 2010,
- mobile radios (vehicle radios) that became unsupported by Motorola in 2011, and
- radios that will not meet the FFC mandate in 2017 for the 700 MHz frequency "re-banding".

Exhibit: Individual Requests

The total expected replacement cost for the radios over the next five years is \$862,381. The components of this need are as follows (an inventory spreadsheet can be provide upon request):

- Portable radios@ \$4,736 each, need 60 replacements for \$284,160
- Base radios@ \$7,515 each, need 7 replacement for \$52,605
- Mobile radios @ \$6,192 each, need 64 replacements for \$396,288
- Upgrading radios for FCC mandate will cost \$129,328

Last year we were able to begin the replacement program with the purchase of 12 new portable radios; however, the number of radios that need to be purchased is significant and the need to replace the aged, unsupported radios is very high. The most immediate needs for radio replacement will cost \$689,673. This dire situation is the reason that the department teamed up with the Police Department and the Public Works Department for the grant that was submitted last year. The first round of awards has been issued, and the City was not included. There is still an opportunity to be awarded some of the grant money in future rounds of consideration. The news is expected late summer. Therefore we have crafted what we believe is a reasonable request to begin replacement with rollover money in the event we do not get awarded the grant. There is some chance that we could recover this money in the grant if it is awarded based on prior experience. Mobile data terminals purchased after the submittal of the grant but before the award were allowed to be included in the grant for reimbursement.

Our priority is to make sure front line apparatus and firefighting crews have replacement radios. This would require the purchase of a minimum of 5 mobile radios and 16 portable radios. We have decided to defer base radio replacement because within the next few years they will have to be replaced to be compliant with new FCC requirements. We have negotiated with our vendors for "borrowed" equipment if we have a base radio failure. We will include a staggered replacement plan with the 2013 budget preparation materials that will address the balance of the replacements necessary.

Account Number	Account Title	Amount by Acct No.
100-22-222-0000-42033	Tools/Equipment (Non-Capital)	\$106,200

Title of Request:	Mobile King Radio (VHF)	Amount of the Request:	\$4,000
Description/Justification:			
Engine 8 is the only frontline apparatus that does not have a VHF programmable radio (the replacements above at least are programmable even though they are no longer supported by Motorola). Engine 8 is the first due engine on the west side of our community. This mobile radio replacement is critical to enable programming of VHF frequencies included in the county-wide Wild Land Communications Plan.			
Account Number	Account Title	Amount by Acct No.	
100-22-222-0000-42033	Tools/Equipment (Non-Capital)	\$4,000	

Title of Request:	Dive Rescue Boat	Amount of the Request:	\$10,000
Description/Justification:			
Replace the existing dive rescue boat with a 13'9" Zodiac Grand Raid MK2 for \$9,500 and \$500 for modifications to the existing trailer to accommodate the new boat.			
This boat is a replacement for an approximately ten year old inflatable Zodiac boat that is beyond repair, the seams have numerous leaks; the boat has been removed from service. The proposed boat is an aluminum flat bottom rescue boat that will have a longer life span by at least ten years than the inflatable type boats. LFRA has maintained two			

Exhibit: Individual Requests

rescue boats for the past five years until the recent problems with the now out of service boat, two boats provide the Special Operations Team with one boat as a dive platform and the second boat as equipment / personnel shuttle from shore to the rescue scene. Both boats have been the inflatable type which causes out of service time on a regular basis for repairs. This new aluminum boat will provide a versatile craft that requires less maintenance and out of service time.

If this new boat is not funded, LFRA Special Operations will continue to operate at a reduced service level with only having one usable boat in our system. We will have to rely on mutual aid resources for two boat rescue operations. The biggest concern exists during out of service, maintenance and repairs to our current inflatable boat. When this boat is out of service our Dive Rescue Response is significantly impacted, we will need to wait for a mutual aid resource or attempt to commandeer a civilian boat to initiate a rescue operation.

Account Number	Account Title	Amount by Acct No.
100-22-222-0000-49399	Other Capital	\$10,000

Title of Request:	Battalion Chief Simulator	Amount of the Request:	\$3,400
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Description/Justification:

The LFRA Command Training Center was established in 2011, it is the only stand-alone Command Level Training Center in Northern Colorado. In 2011, LFRA personnel certified 50 Officers and Acting Officers in the Blue Card Hazard Zone Management System. Personnel from LFRA, Big Thompson Canyon Fire Department, Greeley Fire Department, Poudre Fire Authority, Vail Fire and Emergency Services and the Windsor-Severance Fire District were certified in the facility. In 2012 additional certification and train the trainer classes are already scheduled for the facility along with on-going continuing education for LFRA Officers.

An important next step for the facility is to replicate the command environment for a Battalion Chief. This is generally the front seat of a vehicle. LFRA received a generous donation from Thompson Valley Emergency Medical Services of an ambulance cab that had been removed during a re-chassis process of one of their units. The cab has been sent to SVI to have the front clip removed at the firewall, some body work and a coat of red paint. Once complete the cab, it will be outfitted with existing radios and placed inside the Command Training Center.

If this project is not funded, LFRA will need to take funding from other areas to cover the costs of this work, it is already in process at SVI.

Account Number	Account Title	Amount by Acct No.
100-22-222-0000-43450	Professional Services	\$3,400

Title of Request:	Hazmat Physicals	Amount of the Request:	\$6,000
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Description/Justification:

As a department it is important to us to monitor any potential exposures and the impact on the health of our 12 Hazmat Technicians. NFPA Standards require that the department maintain a history of the results of hazmat physicals so that a baseline and trends can be monitored. The budget was developed it was assumed that the hazmat physicals were included in the health and fitness program at Colorado State University. However, CSU doesn't have that capability. They would have to subcontract that out to one of the hospital systems and it was not included in their program price. A \$498 per Hazmat Technician quote was received from Banner Occupational Health Services for these physicals. The requested amount will allow for 12 physicals.

Exhibit: Individual Requests

- purchase the electronic time card module to eliminate paper, allow for Innoprise integration when the payroll module is converted late summer, and to allow for members that are not on duty when timesheets are due to submit them from home.

Cost Details:

- 1) Send three people to California to receive configuration training.
Training = \$2,000.00
Travel = \$2,500.00
- 2) Auction module & configuration training \$9,500.00
- 3) Time Card module and training \$4,000.00

Account Number	Account Title	Amount by Acct No.
100-22-223-0000-43270	Travel and Training	\$4,500
100-22-223-0000-48248	Computer Equipment/Software	13,500

Title of Request:	Station 6 Expansion	Amount of the Request:	\$162,650
Description/Justification:			
The Fire Capital Expansion Fee Fund estimated ending balance is \$2.4 million. The budget for the Station 6 expansion was appropriated at \$767,350. That budget was based on \$161 per square foot library expansion construction costs that the City was experiencing at the time. The architects are currently estimating that the construction costs will be \$191 per square foot, primarily due to construction materials and labor commanding a higher price in the market today as compared to a year ago. The current estimate for the Station 6 expansion is \$930,000. Therefore, we are requesting an additional appropriation of fire capital expansion fees already in the fund balance of \$162,650.			
Account Number	Account Title	Amount by Acct No.	
264-22-222-0000-49360 Old project number is GF1106; however, I don't see a project number required on the new account number.	Construction	\$162,650	

Agenda Item Cover

Item No.: 6

Meeting Date: March 15, 2012

Prepared By: Renee Wheeler, Public Safety Administrative Director



TITLE

Review Briefing Papers and Correspondence

EXECUTIVE SUMMARY

The Chief's report includes a variety of general updates including:

- Update on Automatic Aid with Windsor-Severance
- Strategic Plan Progress
- Vision Tour 2012
- Fire Station 6 Update
- Loveland Rural Fire Protection District Mill Levy Election Update
- Fire Chief Pre-authorization to Execute Certain Types of Agreements
- Notification of Authority Status to Contracted Departments
- Promotional Ceremony and Awards Presentations
- Blue Card Certifications and Updates
- New Command Training Center Improvements

BACKGROUND

This section of the agenda is intended to provide general information to keep board members apprised of project status.

STAFF RECOMMENDATION

N/A

FINANCIAL/ECONOMIC IMPACTS

N/A

ASSOCIATED STRATEGIC GOALS

N/A

ATTACHMENTS

Fire Chief's Monthly Report

Poudre Fire Authority Thank You Letter



Loveland Fire Rescue Authority Board

Fire Chief's Monthly Report

March Board Meeting, 2012



This monthly report is intended as an update to the fire authority board on important information that impacts the organization and the authority board.

Update on Automatic Aid with Windsor-Severance- This agreement is now in its third month of operation and all indicators are that it has been a great success. On February 29, 2012, an auto aid call was received for a grass fire with structures threatened on Crestone Circle (Windsor's area near Poudre Valley REA). Due to a series of events, Loveland Fire Rescue Authority (LFRA) Engine 6 was first on the scene and brought the situation under control quickly. The neighbors in the area were very impressed with Loveland and the very quick response and actions taken by our Engine 6.

Strategic Plan Progress- We continue to make good progress on the fire authority's next strategic plan. We have completed Sections VII and IX in draft form and are making progress on Section VIII. We have one additional section to develop (Section X) which should be finalized by the end of March. We look to be right on target for our timelines of having the first complete draft finished by May.

Vision Tour 2012- The Vision Tour for 2012 was completed during the month of February. We have video recorded one of our final sessions of the tour and posted it on our department's V-Drive. If any board members would like to have a copy of the presentation, staff will work to produce one and have it sent out during March. The feedback on this year's Vision Tour was some of the best we have received since conducting these outreaches to our personnel.

Fire Station Six Update- The Design Development Project Manual was completed on February 27th and the proposal for expansion reviewed at the City of Loveland Development Review Team (DRT) meeting, held on March 1. While the report from this meeting did indicate a resubmittal of information would be needed, the corrections requested by the DRT are minor enough in nature that a re-review will not be required. Now that the design development has been completed for the station, the group is working on the construction drawings. The project is targeted to be bid toward the end of April. The design and development for Station 6 has moved along with few real issues surfacing. This, I believe, is a testament to the quality work being done by Ken Cooper and Division Chief Ned Sparks, project managers, and of course, the work done by our architects, the Belford-Watkins Group.

Mill Levy Election Update- Counselor Greg White will provide an update and progress report to the Board on the mill levy election for the Rural Fire Protection District. We should have the final drafts for the campaign material available for the board to review.

Fire Chief Pre-authorization to Execute Certain Types of Agreements- Staff has been evaluating the benefits of allowing the fire chief to execute certain specific types of legal agreements on behalf of the fire authority board. The advantage of this type of arrangement is more efficient and faster resolve to agreements that are business related, but do not have significant financial or political ramifications. The City of Loveland has sections in the municipal code, added in 2008, to allow the City Manager to sign certain intergovernmental agreements. We have been evaluating a similar type of situation for the fire authority. We would like to pursue this and submit a resolution to come forward to the board for approval in April.

Notification of Authority Status to Contracted Departments- Formal notification has been sent out in letter form to all of the fire departments, districts and authorities in the immediate area. These are the organizations LFRA has mutual or auto-aid agreements with. The purpose of this letter was to advise each of these departments of LFRA's governance and name change, and to request any specific information or actions necessary to change or modify the existing agreements. This notification process was step two in our plan for notification; the first step included an e-mail contact and notification. An example is attached to this update.

Promotional Ceremony and Awards Presentations- This month, the department has scheduled a day for our promotional and awards ceremony. The date will be Saturday, March 24th at 1330 hours. The location will be the Police and Courts Building. Details and logistical information will be sent out to all board members.

Blue Card Certifications and Updates- In the last two weeks, LFRA has hosted a certification class and a Train the Trainer Course for Blue Card Hazard Zone Management. Fire officers from South Metro, West Metro, Littleton, Poudre Fire Authority, Fredrick-Firestone, Berthoud and Oceanside, CA were participants. John Bruancini, one of the founders and executive trainers with Blue Card, was with us during March 5-7 for the T-t-T course and participated in our meetings with City Staff and the Embassy Suites staff for hosting a national Blue Card Seminar in Loveland in 2013; we are anticipating 400 participants for this seminar. LFRA has made a significant difference in Northern Colorado with the command and control training, and now we are seeing an impact state wide.

New Command Training Center Improvements- The Command Training Center (CTC) for our Blue Card Hazard Zone Management Training received a new sign, courtesy of Super-Vac Inc. We have provided a photo of the sign on the building below. Other upgrades to the CTC are planned for this year to improve the realism of the experience and particularly improve the Incident Commander's (Battalion Chiefs) prop to provide a more representative training experience, particularly as it applies to the Incident Commander (IC), the Support Officer for the IC and the Senior Advisor for the IC. It is our hope to have the CTC improvements completed by mid-year and offer a tour and demonstration for the board later in the year.





CITY OF LOVELAND

FIRE AND RESCUE DEPARTMENT

410 E. Fifth Street • Loveland, Colorado 80537
 (970) 962-2471 • FAX (970) 962-2912 • TDD (970) 663-5144

Chief Tom Demint
 Poudre Fire Authority
 102 Remington
 Fort Collins, Co 80524

March 09, 2012

Dear Chief Demint,

On January 1, 2012, Loveland Fire and Rescue became *Loveland Fire Rescue Authority*. This is the culmination of nearly three years of planning, analysis, public review and governmental approval. It is my strong belief that the change in governance model to a fire authority will greatly improve our organization and allow us to work more effectively with our neighboring departments in the region. This letter is intended as a formal notification to the change of our name and governance model to a fire authority, and a notification that we will be working in 2012 to make the necessary changes in our existing mutual and automatic aid agreements to reflect these changes.

The change to a fire authority will initially have little impact to our organization operationally. There will also be virtually no impact in the operations and management of our mutual and automatic aid agreements with our regional departments. Changes that we intend to make in our existing agreements are mostly a "housekeeping" issue to ensure the accuracy of the legal documents. We expect these revisions to be limited to name changes and semantics. Staffing and deployment, and our response model, will remain the same in 2012. We do, however, anticipate additional staffing levels and deployment capacities to increase in the future years, which should actually allow us to do a better job within our commitment to the various aid agreements that we currently have.

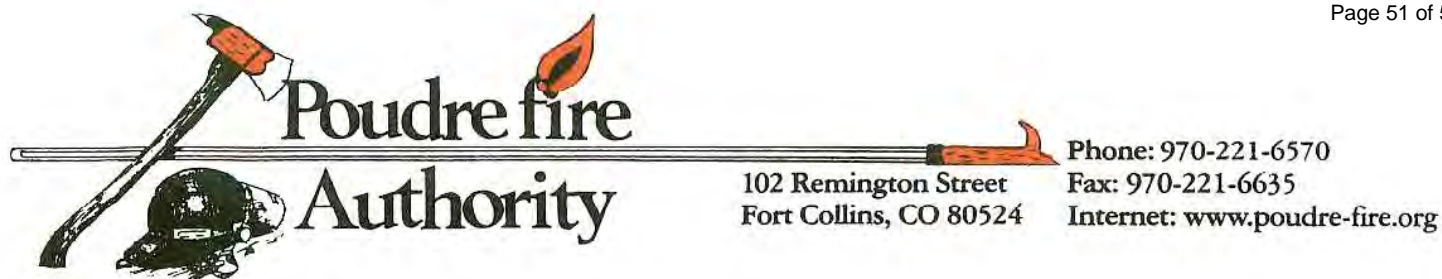
Should you have any questions, or any specific directions for your department's needs in our process of changing the verbiage in our existing mutual and automatic aid agreements, please contact me at your earliest convenience. Otherwise, we will send you edited versions of our existing agreements with the organization's new name and specific verbiage corrected that reflects the change to a fire authority for Loveland Fire and Rescue.

It is a pleasure to serve with you in this region and I look forward to many more years of a strong and successful relationship in the Northern Colorado region.

Best Regards,

Randy

Randy Mirowski, Fire Chief
 Loveland Fire Rescue Authority
 970-962-2827 office
 970-744-8043 cell
mirowr@ci.loveland.co.us



March 7, 2012

Chief Randy Mirowski
Loveland Fire Rescue Authority
Fire Administration
410 East 5th Street
Loveland, CO 80537

Dear Chief Mirowski,

Thank you for the coverage Loveland Fire Rescue Authority provided to Poudre Fire Authority during the fire at the Colorado Feed and Grain in Timnath on February 23, 2012. The firefighters who staffed station 5 were professional and provided valuable response coverage. Please relay to them our thanks.

Once again our mutual aid partnership has been of benefit to those we serve.

Regards,

Mike Gress

Mike Gress
Operations Chief
Poudre Fire Authority
102 Remington St.
Fort Collins, Colorado 80524
970-416-2861