

Loveland Fire Rescue Authority Board Meeting



Station 6
4325 McWhinney Boulevard
Loveland, Colorado 80537
Thursday, December 13, 2012

1:00 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. Consider the Minutes from the November 15, 2012 Loveland Fire Rescue Authority Board Meeting
2. Consider the 2013 LFRA Board Meeting Calendar
3. Establish the LFRA Board Meeting Notice Location

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.

4. Elect 2013 LFRA Board Officers

5. Consider a 2013 Supplemental Appropriation for the CSD Plans Reviewer
6. Consider a Resolution Approving an Intergovernmental Automatic Response Agreement between Poudre Fire Authority, Loveland Fire Rescue Authority, Poudre Emergency Communications Center, and Loveland Emergency Communications Center
7. Review Briefing Papers and Correspondence
 - a. Chief's Report
 - b. Letters
 - c. October Statistics
8. Board Member New Business/Feedback
9. Any Other Business for Board Consideration

ADJOURN



Agenda Item Cover

Item No.: 1

Meeting Date: December 13, 2012

Prepared By: Renee Wheeler, Public Safety Administrative Director

TITLE

Approve the Minutes from the November 15, 2012 Loveland Fire Rescue Authority (LFRA) Board Meeting

EXECUTIVE SUMMARY

The attached document, prepared by Roylene Sterkel, is a record of the November 15, 2012 LFRA meeting. It details the discussions at the meeting including the supplemental appropriation for overtime, training, and vehicle maintenance from additional revenue generated by the Authority; the approval of the radio contract with Motorola; the appropriation of the 2013 Budget; the 2012 third quarter budget report; the Rural District mill levy election outcome; the proposed amendments to the 2012 International Fire Code, 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

Members Present:

Board Chair Jeff Swanty
Mayor Cecil Gutierrez
Councilor John Fogle
Fire Chief Randy Mirowski
Public Safety Admin. Dir. Renee Wheeler

Rural Board Secretary Greg White
City Manager Bill Cahill
Division Chief Ned Sparks
Asst. City Attorney Moses Garcia
BSC Roylene Sterkel

Absent Members:

Asst. City Attorney Teresa Ablao

Call to Order:

Chairman Swanty called the Fire & Rescue Authority Board meeting to order on the above date at 1:05 p.m.

Pledge of Allegiance:

The Board participated in the Pledge of Allegiance.

Roll Call:

Secretary Sterkel conducted roll call.

Awards and Presentations: None**Public Comment:** None**Consent Agenda:**

1. Mayor Gutierrez moved to approve the Consent Agenda items 1 & 2. Councilor Fogle seconded the motion. Motion was approved.

Regular Agenda:**3. Approval of Purchasing Contracts for Radios.**

Public Safety Admin. Director Wheeler explained that agreements in excess of \$100,000 must be approved by the Board. The purchase order to Motorola for the radios has been prepared, as well as one to Wireless Advanced for programming of the radios. With the Boards approval we will move forward with those purchases. Renee thanked Chief Smith and Lt. Friedrichsen for their work in negotiating prices with the vendors.

Mayor Gutierrez moved to approve the purchase. Councilor Fogle seconded the motion and it carried.

4. Conduct Public Hearing and Appropriate the 2013 Loveland Fire Rescue Authority Budget.

Public Safety Admin. Director Wheeler explained that the Board approved the 2013 budget at their September meeting and now needs to approve the appropriation of those funds. The City Council and Rural Fire Protection District both approved the appropriation at earlier meetings. City Manager Cahill moved to approve the appropriation and Councilor Fogle seconded the motion. Motion carried.

5. Review the Third Quarter Budget Report.

Public Safety Admin. Director Wheeler summarized that revenues for 2012 are at 62.9% of the annual budget, compared to 88.2% for the same time last year. She indicated that the federal grant for the radios skews this percent of collections because the radios have not been purchased yet. If the grant budget was excluded, the revenue collected would be at 73.6%. The Board reviewed page 6 of the *Budget Biz* that summarized other resources that are in the works. Renee said that the Service Agreements on the AED's are pending. Indications are that development should increase in 2013 which will increase revenues in that area.

6. Consider the Loveland Rural Fire Protection District Mill Levy Election Results.

Rural Board Secretary Greg White talked about the passing of the mill levy. He said that he hasn't received the certified results from the County yet. The unofficial number of voters was 10,045 with 58.2% voting yes and 41.8% voting

no. For the May, 2011 election they sent out 11,165 ballots so the return for this election was high. The County only sent out ballots to residents, not people who own rural property but don't live in the rural. Other property owners had to either request a ballot by mail or go to a voting place. Greg thanked the Board, the City Council and the Rural Fire Protection District for their support.

Rural Board President Dave Legits said a big thank-you needs to be given to the firefighters in Loveland and Big Thompson Canyon for their hard work and many hours spent going door to door. He feels their efforts changed a lot of people's opinions. City Manager Cahill also thanked staff for all their work.

Chief Mirowski said that our firefighters contacted over 4,500 voters in the six weeks prior to the election. He talked about how much work over the last three years it took to establish the Fire Authority and his concerns for the Authority if the election would not have been favorable. With the election behind us, we can move forward to build and prosper over the next five years. He also said that we need to be proactive for the future.

The Board discussed Fire Station 2 and 10 and how those locations will impact the rural in a positive way. The question was asked as to why the City annexed the land where Station 2 is being built instead of leaving it in the rural. Asst. City Attorney Garcia said that there is an IGA with the County that obligates the City to incorporate property. Chief Mirowski indicated that City CEF's are being used for the funding for the station, so it made sense to pursue annexation.

Chief Mirowski said that we have accomplished everything in Phase 1 of our Strategic Plan except for approval for the CSD Lt. position. Chairman Swanty recommended that we move forward with that position now that the election is over. City Manager Cahill said a Supplemental request in the 2013 budget will need to be submitted. Mayor Gutierrez moved to approve the position and Councilor Fogle seconded the motion. Motion carried.

The Board talked about how oil and gas leasing may affect the rural areas. Councilor Fogle asked if we charge any fees currently in the Rural. Rural Secretary White indicated that Hughes Associates does plan reviews in the 25/34 corridor, but it is a wash for those fees. Councilor Fogle said we need to make sure that oil and gas companies that may come in pay their fair share of costs associated with their industry. Chief Mirowski said that we are looking at estimates for things like response apparatus that may be needed for those types of calls. Training costs are harder to estimate. We need to be consistent between the City and the Rural as to what costs may be applied. City Manager Cahill indicated that there may be a slow down on when the oil and gas companies actually come in.

7. Proposed Amendments to the 2012 International Fire Code.

Chief Green said that FRAC and CAB had a joint meeting this week to review the Code and talk about any amendments that we may want to incorporate before adopting the 2012 Codes. The one item for Fire is to not require residential fire sprinklers in all new homes as mandated in the 2012 Codes. This is an economic issue as well as concerns about who can install systems. Right now this is not regulated by the federal or state government. There are also concerns over antifreeze systems. The adoption of the code will be the responsibility of the Board once all the public input has been received and incorporated into any amendments. The Board agreed that they need more information before any type of decision can be made. Asst. City Attorney Garcia said it will be the Boards obligation to give data to City Council relative to any decision. Chief Green said we hope to take the issue to Council the 1st quarter of 2013.

8. Review Briefing Papers and Correspondence.

Chief Mirowski said that Fire Station Six and Two, as well as the IGA with Thompson Valley EMS are all progressing well. City Manager Cahill asked if there is any kind of celebration planned for the completion of Station 6? Chief Sparks said it should be done within the next couple of weeks. Nothing has been planned yet.

City Manager Cahill said he would like to see us have some regulations in place before next year's fire season begins. This past season the County was changing the on-and-off ban on fires regularly and it affected our jurisdiction because we were trying to follow their lead. The problem is that the County can change something by Resolution so it happens immediately, but we operate by Ordinance which means changes have to go through 2 readings at Council. This issue will be addressed at a later date by City Manager Cahill and Chief Mirowski.

The Board talked about the upcoming retreat to be held at Fire Station 6 on December 13th from 1:00-5:00 p.m. An election of officers for the Authority Board will need to take place at that meeting. We will also be looking at what we did well in 2012 and what we need to improve on in 2013.

Rural Board Secretary White said that Dave Legits and Jeff Swanty were both re-appointed to the Rural Board for another year.

With no further business at hand, Chairman Swanty moved to adjourn the meeting. Meeting was adjourned at 2:40 pm.

Minutes submitted by Secretary Sterkel

Agenda Item Cover

Item No.: 2

Meeting Date: December 13, 2012

Prepared By: Renee Wheeler, Public Safety Administrative Director



TITLE

Approval of the 2013 Loveland Fire Rescue Authority Board Meeting Calendar

EXECUTIVE SUMMARY

The LFRA Board Meeting schedule has worked well and the same schedule is proposed for 2013. Those meetings are held on the Thursday (1 week later) following the first Wednesday of each month to be coordinated with meetings of the Loveland Rural Fire Protection District.

BACKGROUND

A calendar of these meetings for clarity is attached. Those meetings are as follows:

| | | |
|-------------------|-----------------|--------------------|
| January 10, 2013 | May 9, 2013 | September 12, 2013 |
| February 14, 2013 | June 13, 2013 | October 10, 2013 |
| March 14, 2013 | July 11, 2013 | November 14, 2013 |
| April 11, 2013 | August 15, 2013 | December 12, 2013 |

STAFF RECOMMENDATION

Approve the calendar as presented.

FINANCIAL/ECONOMIC IMPACTS

N/A

ASSOCIATED STRATEGIC GOALS

N/A

ATTACHMENTS

Calendar format for the meeting schedule



2013



Loveland Fire Rescue Authority Board Meetings

JANUARY

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | | | |
| 1 | 2 | 3 | 4 | 5 | | |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

FEBRUARY

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | | | |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | | |

MARCH

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | | | |
| 1 | 2 | | | | | |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| | | | | | | 31 |

APRIL

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

MAY

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | | | |
| 1 | 2 | 3 | 4 | | | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

JUNE

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| | | | | | | 30 |

JULY

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

AUGUST

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | | | |
| 1 | 2 | 3 | | | | |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

SEPTEMBER

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

OCTOBER

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

NOVEMBER

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | | | |
| 1 | 2 | | | | | |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

DECEMBER

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

Compassion, Courage, & Commitment



Agenda Item Cover

Item No.: 3

Meeting Date: December 13, 2012

Prepared By: Renee Wheeler, Public Safety Administrative Director

TITLE

Establish the Location for Posting the Fire Authority Board Meeting Notices

EXECUTIVE SUMMARY

Approval of the attached Resolution will designate the bulletin board immediately adjacent to the Loveland City Council Chambers located at 500 East 3rd Street, Loveland, Colorado, as the location for posting all of the Loveland Fire Rescue Authority (LFRA) Board meetings.

BACKGROUND

C.R.S Section 24-6-402(2)(c), requires the LFRA Board to designate a location for the posting all Board meeting notices within the boundaries of the authority service area no less than twenty four hours prior the holding of the meeting. The bulletin board adjacent to the City Council Chambers and the City Clerk's Office has been the official meeting notice location for all City meetings for a number of years and seems reasonable as a location for the Fire Authority Board meetings as well.

STAFF RECOMMENDATION

Approve the Resolution as submitted

FINANCIAL/ECONOMIC IMPACTS

N/A

ASSOCIATED STRATEGIC GOALS

N/A

ATTACHMENTS

Resolution

RESOLUTION # R- 012

**A RESOLUTION ESTABLISHING THE 2013 MEETING LOCATION, TIME AND DATES
AND DESIGNATING THE LOCATION FOR POSTING MEETING NOTICES OF THE
LOVELAND FIRE RESCUE AUTHORITY**

WHEREAS, On August 19, 2011, pursuant to that Intergovernmental Agreement for the Establishment and Operation of the Loveland Fire Rescue Authority as a Separate Governmental Entity (“Formation Agreement”) the City of Loveland and the Loveland Rural Fire Protection District created the Loveland Fire Rescue Authority (“Fire Authority”) and set a beginning operational date of January 1, 2012 at 12:01 a.m.; and

WHEREAS, pursuant to the Section 1.4(a) of Article I of the Formation Agreement the Fire Authority Board (“Board”) is required to hold monthly meetings at a time and place fixed by resolution of the Board; and

WHEREAS, pursuant to C.R.S. § 24-6-402, the Board is also required to provide full and timely notice of such meetings by annually designating a public place for posting of such notices that is within the local public body’s boundaries and by posting such notices; and

WHEREAS, purpose of this resolution is to establish the Board’s 2013 regular meeting location, time and dates and to designate a public place for posting notice of such meetings.

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

Section 1. That Board meetings shall be held at 410 East 5th Street, Loveland, Colorado 80537, in the Emergency Management Conference Room on the second floor, at 1:00 p.m. on the following 2013 dates: January 10, February 14, March 14, April 11, May 9, June 13, July 11, August 15, September 12, October 10, November 14 and December 12.

Section 2. That the designated location for the posting of meeting notices of the Fire Authority shall be the bulletin board immediately adjacent to the Loveland City Council Chambers located at 500 East 3rd Street, Loveland, Colorado 80537.

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

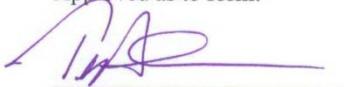
ADOPTED this 13th day of December, 2012.

ATTEST:

Jeffrey M. Swanty, Chairperson

Secretary

Approved as to form:



Teresa Ablao
Assistant City Attorney

A RESOLUTION ESTABLISHING THE 2012 MEETING LOCATION, TIME AND DATES AND DESIGNATING THE LOCATION FOR POSTING MEETING NOTICES OF THE
LOVELAND FIRE RESCUE AUTHORITY

Agenda Item Cover

Item No.: 4

Meeting Date: December 13, 2012

Prepared By: Renee Wheeler, Public Safety Administrative Director



TITLE

Elect Officers for the Loveland Fire Rescue Authority Board

EXECUTIVE SUMMARY

Section 1.8 of the Intergovernmental Agreement for the Establishment and Operation of the Loveland Fire Rescue Authority (LFRA) as a Separate Governmental Entity (IGA) provides that a Chairperson and a Vice Chairperson be elected from its members. It also provides that a secretary shall be appointed that can be a member of the Board, but does not need to be a member of the board.

BACKGROUND

The Officers of the LFRA Board are those customary for service on a public entity board and include the following (also provided for in Section 1.8 Officers of the IGA):

- (a) The chairperson shall sign all contracts on behalf of the Authority, except contracts or agreement that may be signed by the Fire Chief as authorized by the Board and shall perform such other duties as may be imposed by the Board;
- (b) The vice chairperson shall perform all of the chairperson's duties in the absence of the chairperson;
- (c) The secretary shall attest to all contracts signed on behalf of the Authority and perform other duties as may be imposed by the Board.

It is the expectation that the Chairperson, or the Vice Chairperson in the Chairperson's absence, would run the Loveland Fire Rescue Authority Board meetings. It would be helpful if the person that will run the meeting would meet with the Fire Chief and the Public Safety Administrative Director one week in advance of the meeting date to review the agenda and the related materials.

The 2012 Officers are:

Chair: Jeff Swanty

Vice Chair: Mayor Cecil Gutierrez

Board Secretary: Roylene Sterkel

STAFF RECOMMENDATION

It is the staff's recommendation that the current Chair, Jeff Swanty, field nominations from the Board for the Chair position. Once the nominations are made and the nominee(s) accept the nomination, Mr. Swanty

Agenda Item Cover

Item No.: 4

Meeting Date: December 13, 2012

Prepared By: Renee Wheeler, Public Safety Administrative Director



should conduct a vote of the Board to elect the Chairperson. Then the new Board Chairperson should field nominations for the Vice Chairperson using the same process. Finally the Chairperson should field discussion for appointment of the Board Secretary.

FINANCIAL/ECONOMIC IMPACTS

N/A

ASSOCIATED STRATEGIC GOALS

N/A

ATTACHMENTS

N/A

Agenda Item Cover

Item No.: 5

Meeting Date: December 13, 2012

Prepared By: Renee Wheeler, Public Safety Administrative Director



TITLE

Approve a 2013 Supplemental Appropriation for the CSD Plans Reviewer

EXECUTIVE SUMMARY

The LFRA Board will consider the addition of a position in 2013 for a Plans Reviewer to handle the workload associated with increased building activity and meet commitments for turnaround times on plan reviews. The position will replace the part time position currently included in the budget. The net new cost for the position is \$71,000. The resolution is prepared assuming the 82% City of Loveland and 18% Loveland Rural Fire Protection District contributions consistent with the provisions of the intergovernmental agreement.

BACKGROUND

This position restores one of three FTE's that were eliminated from Fire Prevention in 2009 due to budget reductions. It replaces the part time position included in the 2013 budget. The current part time and Community Safety Division (CSD) Lieutenant are currently working 30 hours in excess of regularly scheduled hours to deliver on the building activity generating the current work load in September, 2012. The going rate for the consultant to provide this service is \$165-185 an hour. If LFRA were to outsource the 30 hours per week for 52 weeks in a year at \$165 an hour, the cost would be a prohibitive \$257,400.

Hughes and Associates is the contract firm handling Rural District plan reviews. LFRA has contacted them. They do not have the capacity to give us 30-40 hours a week and have declined the opportunity to gear up to meet that demand.

A Plans Reviewer in the City of Loveland pay plan is at level 8. Staff is proposing to hire this position at \$58,630, which is between the minimum of \$49,389 and the mid-point of \$61,736 in hopes of attracting an experienced candidate. There are known projects in the development process that will require a significant commitment from the existing CSD Lieutenant. This position will need to be able to handle the remaining less complex projects starting January 2, 2013.

The \$71,000 supplemental appropriation includes salary, benefits, equipment, supplies and mileage reimbursement less the reduction in the budget for the part time salary and taxes currently in the budget. All items included are listed in the body of the resolution.



Agenda Item Cover

Item No.: 5

Meeting Date: December 13, 2012

Prepared By: Renee Wheeler, Public Safety Administrative Director

STAFF RECOMMENDATION

Staff recommends approval of the resolution as written.

FINANCIAL/ECONOMIC IMPACTS

\$71,000; \$58,220 from the City of Loveland and \$12,780 from the Loveland Rural Fire Protection District

ASSOCIATED STRATEGIC GOALS

Minimize and mitigate the risks of an emergency occurrence in the community.

ATTACHMENTS

Resolution

RESOLUTION NO. R-013

**A RESOLUTION ENACTING A SUPPLEMENTAL BUDGET AND
APPROPRIATION TO THE 2013 LOVELAND FIRE RESCUE AUTHORITY
BUDGET TO APPROPRIATE ADDITIONAL FUNDING FROM BOTH THE
CITY OF LOVELAND AND THE LOVELAND RURAL FIRE PROTECTION
DISTRICT TO FUND THE COMMUNITY SERVICES DIVISION PLANS
REVIEWER**

WHEREAS, the Loveland Fire Rescue Authority (“Authority”) has seen an increase in the building activity and is operating with three less Community Safety Division positions that were eliminated in the 2009 budget reductions; and

WHEREAS, the cost of hiring contract labor to perform services previously assigned to the three positions in the Community Safety Division, including conducting building plans reviews, to meet this need is cost prohibitive at \$165-\$185 an hour; and

WHEREAS, the total cost of the Community Safety Division Plans Reviewer position is \$71,000, including salary, benefits, radio, uniforms, training, and mileage reimbursement and

WHEREAS, consistent with the terms 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 and the Authority's bylaws, the City of Loveland will be responsible for 82% of the cost or \$58,220 and the Loveland Rural Fire Protection District (“LRFPD”) will be responsible for 18% of the cost or \$12,780; and

WHEREAS, the LRFPD constituents passed a mill levy increase in November 2012, securing funds for the LRFPD’s contribution as established in the Authority Strategic Plan; and

WHEREAS, the Authority Board desires to authorize the expenditure of these funds by enacting a supplemental budget and appropriation to the budget for 2013; and

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

Section 1. That there are additional funds from the City of Loveland and the Loveland Rural Fire Protection District agreed to after the adoption of the budget for 2013. The funds that shall be spending the monies supplementally budgeted and appropriated are as follows:

| Account Title | Account Number | Amount |
|--------------------------------------|-----------------------|----------|
| Sources of Funds: | | |
| Contribution from the City | 604-22-227-1601-38600 | 58,220 |
| Contribution from the Rural District | 604-22-227-1601-32402 | 12,780 |
| Total Sources of Funds | | \$71,000 |

| Uses of Funds: | | |
|---|-----------------------|----------|
| Salaries-Benefited Employees | 604-22-223-0000-41011 | 58,630 |
| Salaries-Non-benefited Employees | 604-22-223-0000-41012 | -20,700 |
| Overtime | 604-22-223-0000-41021 | 2,930 |
| Insurance | 604-22-223-0000-41543 | 11,350 |
| FICA (net of reduction for non-benefited) | 604-22-223-0000-41544 | 3,210 |
| Retirement | 604-22-223-0000-41545 | 2,940 |
| Radio (pack set) | 604-22-226-1641-42899 | 6,500 |
| Radio Maintenance | 604-22-226-1641-43718 | 600 |
| Office supplies, cell phone | 604-22-223-0000-42011 | 1,090 |
| Uniforms | 604-22-223-0000-42025 | 250 |
| Travel and Training | 604-22-223-0000-43270 | 3,000 |
| Mileage Reimbursement | 604-22-223-0000-43265 | 1,200 |
| Total Uses | | \$71,000 |

Section 2. That as provided in Article IV: Section 4.1 of the Formation Agreement, this Resolution shall be published in full by the Board Secretary.

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

ADOPTED this 13th day of December, 2012.

Jeffrey M. Swanty, Chairperson

ATTEST:

Secretary

Approved as to form:



Teresa Ablao
Assistant City Attorney



Agenda Item Cover

Item No.: 6

Meeting Date: December 13, 2012

Prepared By: Renee Wheeler, Public Safety Administrative Director

TITLE

A Resolution Approving an Intergovernmental Automatic Response Agreement Between Poudre Fire Authority, Loveland Fire Rescue Authority, Poudre Emergency Communications Center, and the Loveland Emergency Communications Center

EXECUTIVE SUMMARY

The resolution is submitted to obtain Loveland Fire Rescue Authority Board approval for an emergency communications automatic response agreement provided by the Poudre and Loveland emergency communications centers within the areas designated in Exhibit A of the agreement shown on the map that follows the agreement in the packet.

BACKGROUND

This agreement is intended to delivery more efficient and effective emergency communications response for designated areas within service delivery boundaries of Poudre Fire Authority and Loveland Fire Rescue Authority.

Section 1.9 Powers of the Authority in the *Intergovernmental Agreement for the Establishment and Operation of the Loveland Fire Rescue Authority as a Separate Governmental Entity* indicates that mutual and auto aid agreements should be approved by the Fire Authority Board and do not become effective until they are also approved by the partners governing bodies.

STAFF RECOMMENDATION

Approve the resolution as written.

FINANCIAL/ECONOMIC IMPACTS

There are no specific costs associated with the agreement.

ASSOCIATED STRATEGIC GOALS

Deliver cost effective services.

ATTACHMENTS

Resolution, Agreement, and Map

RESOLUTION # R- 014

**A RESOLUTION APPROVING AN INTERGOVERNMENTAL AUTOMATIC
RESPONSE AGREEMENT BETWEEN POUDRE FIRE AUTHORITY,
LOVELAND FIRE RESCUE AUTHORITY, POUDRE EMERGENCY
COMMUNICATIONS CENTER AND LOVELAND EMERGENCY
COMMUNICATIONS CENTER**

WHEREAS, in accordance with section §29-1-203 of the Colorado Revised Statutes, 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, in accordance with C.R.S. §29-1 -201, governments 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, Poudre Fire Authority ("PFA"), Loveland Fire Rescue Authority ("LFRA") are independent governmental entities duly organized and existing in accordance with Colorado law are called upon to respond to emergency areas contained within their respective jurisdictions; and

WHEREAS, The City of Loveland and the City of Fort Collins provide emergency communications services through the Loveland Emergency Communications Center ("LECC") and the Poudre Emergency Communications Center ("PECC"), respectively; and

WHEREAS, the PFA, LRFA, LECC, and PECC (collectively, "Participating Agencies") have entered into an agreement dated July 20, 2012 to improve the emergency services provided within their respective jurisdictions through automatic mutual aid responses; and

WHEREAS, the Participating Agencies have defined an area within which they will provide automatic responses to one another, said area is delineated on Exhibit A; and

WHEREAS, notice to the Participating Agencies of fire emergencies in the designated area is made by and through the Participating Agencies' Emergency Communications Centers ("Comm. Centers"); and

WHEREAS, it is the intent and desire of the Participating Agencies to provide an emergency fire response system that meets the health, safety and welfare needs of the affected residents; and

WHEREAS, by the terms Section 1.0 of the Rules and Regulations of the Loveland Fire Rescue Authority, such agreements must be presented to and approved by the LFRA Board of Directors; and

WHEREAS, the LFRA Board of Directors finds that it is in the best interests of the Fire Authority to adopt the “Intergovernmental Automatic Response Agreement” attached hereto as **Exhibit A** and incorporated by reference (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 Fire Chief is hereby authorized and directed to execute the Agreement on behalf of the Fire Chief, subject to such modifications in form or substance as the Fire Chief, 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.

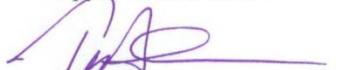
ADOPTED this _____ day of December, 2012.

Jeffrey M. Swanty, Chairperson

ATTEST:

Secretary

Approved as to form:



Teresa Ablao
Assistant City Attorney

**INTERGOVERNMENTAL
AUTOMATIC RESPONSE AGREEMENT**

THIS AGREEMENT is made and entered into this 20th day of July, 2012, by and between Poudre Fire Authority, Loveland Fire Rescue Authority (hereinafter collectively "Participating Agencies") and Poudre Emergency Communications Center, and Loveland Emergency Communications (hereinafter "Comm. Centers") concerning response into a designated area.

RECITALS

WHEREAS, in accordance with Colorado Revised Statutes, §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, in accordance with §29-1-201, C.R.S., governments 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, the Poudre Fire Authority ("PFA"), Loveland Fire Rescue Authority ("LFRA") are called upon to respond to emergency areas contained within their respective jurisdictions; and

WHEREAS, the Participating Agencies strive to improve the emergency services provided within their respective jurisdictions through automatic aid responses; and

WHEREAS, the Participating Agencies have defined an area within which they will provide automatic responses, said area delineated on Exhibit A, attached hereto and incorporated herein by reference; and

WHEREAS, notice to the Participating Agencies of fire emergencies in the designated area is made by and through the Poudre Emergency Communications Center, and Loveland Emergency Communications ("Comm. Centers"); and

WHEREAS, it is the intent and desire of the Participating Agencies to provide an emergency fire response system that meets the health, safety and welfare needs of the affected residents; and

WHEREAS, the Directors of the Emergency Communications Centers listed above have been advised of the need for automatic response in the described response area, and assent to incorporating the automatic response as shown on Exhibits C-H into each emergency dispatch system.

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

AGREEMENT

1. Automatic Response.

a.) The Participating Agencies shall provide response to each other for emergencies located in the response area described on Exhibit A, upon notification thereof and dispatch thereto by the Comm. Center receiving the emergency call. The response described herein shall be automatic in nature. The Comm. Centers shall make initial and contemporaneous notification of emergency dispatch to both the fire authority/department/district within which the emergency has occurred and the fire authority/department/district providing response pursuant to this agreement.

b.) Cancellation of any participating agency's unit response shall occur only after coordinated communication between the agencies on an assigned frequency. The first arriving agency shall determine whether to cancel the other agencies' responses, or, when all agencies units are enroute, the agency having geographic jurisdiction may cancel other agencies' response.

2. Purpose. The purpose for such dispatch and the responsibility of the Participating Agencies is limited to the apparatus response guide shown on Exhibits B and C attached hereto and incorporated herein by this reference.

a.) Due to varied call types by agency, any call type not listed on the attached Exhibits B and C; the response shall be pursuant to the parties mutual aid agreements.

3. Good Faith Discussion. In the event the actual responses outside a Participating Agency's jurisdiction included in this Agreement become a burden, the Participating Agencies agree to discuss, in good faith, amendments to this agreement and/or other possible resolutions.

4. Command. The first arriving officer-in-charge shall assume command of the incident. The incident commander shall clearly provide in-coming responders with an arrival report and shall instruct them to begin operations. Upon arrival of the officer from the Participating Agency having jurisdiction, command shall be passed to that officer.

5. Liability. The parties hereto agree, notwithstanding the provisions of C.R.S. §29-5-108, that during the time that a responding party's employees are traveling to the requesting party's staging area or command post, any liability which accrues under the provision of the Colorado Governmental Immunity Act (C.R.S. §24-10-101, *et seq.*) ("the Act") as a result of a negligent act or omission of any of the responding party's employees shall be imposed upon the responding party and not the requesting party. However, once the responding party's employees physically arrive at the requesting party's staging area or command post, then, in accordance with the provisions of C.R.S. §29-5-108, any liability which accrues under the provisions of the Act as a result of a negligent act or omission of the responding party's employees while performing duties at that time and thereafter, shall be imposed upon the requesting party, not the responding party. In addition, the requesting party, to the extent permitted bylaw, agrees to indemnify, defend and hold harmless the responding party against any and all judgments, costs, expenses and attorneys fees incurred by the responding party related to its performance under this Agreement that may result from any negligent act or omission by

the requesting party or by its employees. However, nothing herein shall be deemed a waiver of the notice requirements, defenses, immunities and limitations of liability that the parties and their respective officers and employees may have under the Act and under any other law.

6. Benefits. Pursuant to §§29-5-109 and 29-5-110, C.R.S., if any firefighter or other personnel of the responding Participating Agency is injured, disabled or dies as a result of performing services within the boundaries of the requesting Participating Agency, 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 responding Participating Agency.

7. Compensation. No Participating Agency shall be required to pay any compensation to any other Participating Agency for any services rendered hereunder, the automatic and mutual aid and assistance to be afforded under this agreement being considered adequate compensation to the Participating Agencies. The agreement shall not be construed as to limit reasonable compensation as defined in §29-22-104, C.R.S. in response to hazardous materials incidents.

8. Response Determination. Obligations of the Participating Agencies to respond pursuant to the provisions of this agreement shall be contingent upon each Participating Agency's determination that the specified equipment and personnel are available for response and that such equipment and personnel are not needed in their own jurisdictions. The responding party shall communicate its determination regarding the availability of equipment and personnel to the requesting agency through the Comm Center at the time of the request.

9. Term. The terms of this agreement shall continue for a period of one (1) year from the date hereof, and shall be automatically renewed for successive one (1) year periods unless terminated by any Participating Agency with respect to itself. Any Participating Agency may terminate this agreement with respect to itself by providing thirty (30) days prior written notice of termination to the other Participating Agencies.

10. 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, or the application of such provision to persons, entities or circumstances other than those in which it is held invalid, shall not be affected thereby.

11. Entire Agreement. This Agreement shall not invalidate or otherwise affect any other agreement presently in effect. This agreement represents the entire agreement of the Participating Agencies with respect to automatic mutual aid and any amendment to this agreement shall be in writing and executed by all the Participating Agencies hereto.

12. Governing Law. It is expressly understood and agreed by and among the Participating Agencies hereto that this agreement is made in and shall be construed and interpreted in accordance with the laws of the State of Colorado.

13. Assignment. This agreement shall not be assigned by any of the Participating Agencies hereto without the prior written consent of all other Participating Agencies.

14. Relationship of Participating Agencies. The Participating Agencies hereto enter into this agreement as separate and independent governmental entities and each shall maintain such status throughout the term of this agreement.

15. Effect of Agreement. This agreement is not intended to, nor should it be construed to, effect or extend the legal responsibilities of any of the Participating Agencies hereto; create or modify any preexisting legal obligations, if any; or create for or extend any of the legal rights to any person. 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 furnishing mutual aid under this agreement by any of the Participating Agencies hereto shall be deemed conclusively to be for the direct protection and benefit of the inhabitants and property of such Participating Agency.

16. Counterparts. This Agreement may be executed in any number of original counterparts, all of which evidence only one agreement.

IN WITNESS WHEREOF, the Participating Agencies and Comm. Centers hereto have executed this agreement the day and year first above written.

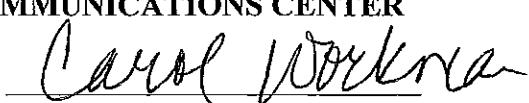
POUDRE FIRE AUTHORITY

By:



**POUDRE EMERGENCY
COMMUNICATIONS CENTER**

By:



ATTEST:

By:

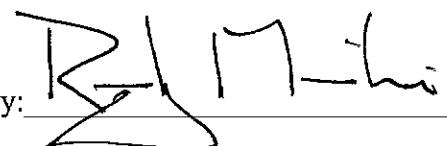
John A. Newland
Secretary

APPROVED AS TO FORM

By:

**LOVELAND FIRE RESCUE
AUTHORITY**

By:



**LOVELAND EMERGENCY
COMMUNICATIONS CENTER**

By:

ATTEST:

By:

Secretary

APPROVED AS TO FORM

By:

EXHIBIT "A"**Auto Aid Response Zones****Loveland to PFA**

P09BWT
P09CWT
P04XTP
P04XTT
P04YTP
P04YTT
P14WTP
P14WTT
P14XTP
P14XTT
P14YTP
P14YTT
P14WSTP
P14STT
P14FOP
P14BTP
P14CTP
P14GTP
P14HOT
P14HTT
P08DIP
P08TIT

PFA to Loveland

LR101T
LR102T
LR103T
LR104T
LR105T
LR106T
LR107T
LR108T
LO101T
LO102T
LO103T
LO104T

The above-listed zones are depicted on a map dated May 2012, entitled "Loveland - PFA Auto Aid", a copy of which is held on file at the Administration offices of Poudre Fire Authority and available for inspection by any party at any time during normal business hours.

EXHIBIT "B"**Auto Aid Apparatus Response by PFA to LFRA:**

All emergent call types have one engine respond with the following exceptions:

| | |
|---|-------------------------------|
| Structure Fire or Structures Threatened | 1-Engine 1-Truck or Rescue |
| Extrication | 1-Engine 1-Truck |
| Haz Mat | 1-Engine 1- Haz Mat 10 |

Note: No response for **Alpha or Bravo** Vehicle Accidents (if coded) or Medicals

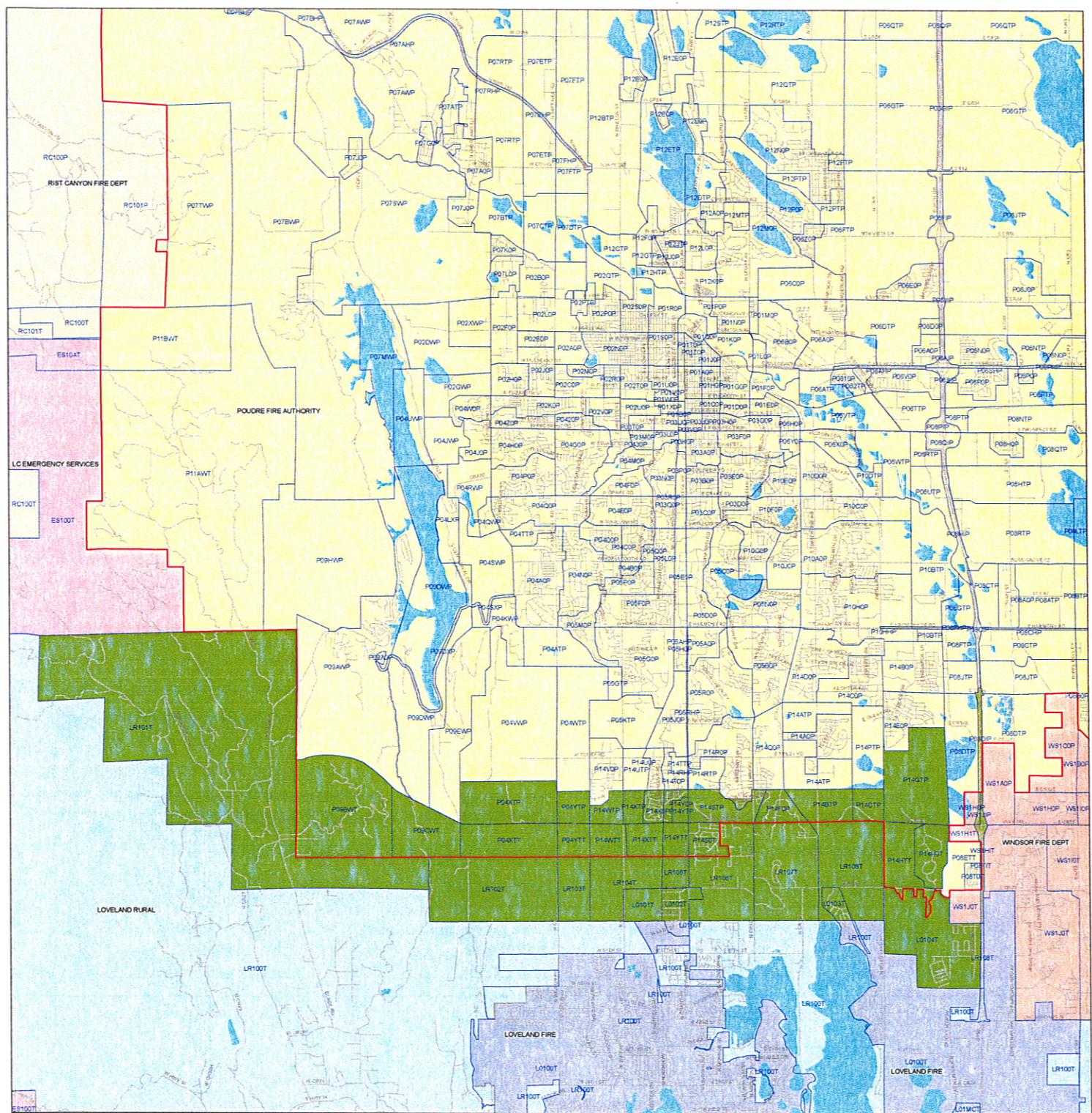
Any aid requested other then the calls types listed above must be done through a mutual aid agreement process.

EXHIBIT "C"**Auto Aid Apparatus Response by LFRA to PFA:**

| | |
|--|-------------------------|
| Structure Fire or Structures Threatened | 1-Engine or Truck |
| Wildland Fire | 1-Engine |
| Vehicle Accident with Injuries No Alpha or Bravo (if coded) | 1- Engine |
| Extrication | 1-Engine or Truck |
| Haz Mat | 1-Engine 1- Squad 6 |
| Medical: No Alpha or Bravo | 1- Engine |
| Vehicle Fire | 1-Engine |
| Fire Alarm | 1-Engine |
| Plane Crash | 1-Engine 1-Rescue 44 |

Any aid requested other then the calls types listed above must be done through a mutual aid agreement process.

Loveland - PFA Auto Aid



PRE-RESPONSE INFORMATION MANAGEMENT

Printed May 2012

Legend

| | | |
|--|--|--|
| ■ PFA Boundary | Dept Name | ■ POUDRE FIRE AUTHORITY |
| Auto Aid | ■ LC EMERGENCY SERVICES | ■ RIST CANYON FIRE DEPT |
| ■ Loveland Auto Aid Area | ■ LOVELAND FIRE | ■ WINDSOR FIRE DEPT |
| ■ PFA-Loveland-Windsor Auto Aid Area | ■ LOVELAND RURAL | |
| ■ Fire/EMS Boundary | | |





Agenda Item Cover

Item No.: 7

Meeting Date: December 13, 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:

- Mill Levy Election
- Performance Reviews
- Leadership Journey
- 2013 Budget Presentation
- Colorado State Chief's Conference
- Building Projects
- Major Incidents
- IGA with Thompson Valley EMS

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
- Letters
- October Statistics



Loveland Fire Rescue Authority Board Fire Chief's Monthly Report- November

For December 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.

Mill Levy Election- November was the culmination of efforts for securing future funding in the Rural District through a mill levy increase. Most of the work to secure this victory was done off-duty by LFRA firefighters; however, a great deal of staff hours went into meetings and the development of a two-tiered response system (one of the City with full service and a significantly reduced service level model for the rural District). All of this effort had to be completed and ready to go for the LFRA Board Meeting in November. Thankfully, the initiative passed and the two-tiered service model was shredded.

Performance Reviews- November was the month when most of the year-end performance reviews have been completed on our personnel and staff. The process involved learning a new system, Neogov, which is an electronic system that offers many improvements over the one previously used. While there have been some challenges it is expected that over time, this new system will actually shorten the workload and improve our evaluations. A great deal of time has gone into the learning and use of the new system during this month.

Leadership Journey- In November we completed the last three classes of the Leadership Journey; including a graduation ceremony for the forty plus students that participated in the course. Most of this month's classes have focused on the art of leadership, particularly on the human element of leadership. By all accounts, the course was a real success, once again, and nearly every participant expressed a positive experience and a strong desire to see others in their departments or organizations participate in next year's Journey (2013). We have already had several requests for seats in next year's course.

2013 Budget Presentation- November was the month where the final wrap up and approvals and appropriations for the 2013 budget took place with our political leaders; these included presentations to the Rural District Board and the Fire Authority Board.

Colorado State Chiefs Conference- The Fire Leadership Challenge is the Colorado State Fire Chiefs' premier conference; it is held in Keystone for 2012. The annual event brings together more than 400 fire and emergency services leaders and dynamic instructors from around the State of Colorado and the nation. This year BC Greg Ward will be making a presentation on the LFRA Blue Card program. In addition, Chief Mirowski and all of the female firefighters with LFRA will be participating in the special pre-conference workshop *An Open Conversation: Women Firefighters with Their Chiefs* on Wednesday, November 28.

Building Projects- Significant progress was made on the remodel and expansion of fire station six and for the land procurement of fire station two. The work on station six is nearly complete with final walk-through scheduled for the first week in December. The project looks great and crews have already moved into specific areas of the remodel (ex. Office area, day room and kitchen). For new fire station two the contract has been verbally approved by the Mehaffeys. We are working on a closing date with the title company before mid-December.

Major Incidents-

- There were several major incidents during the month of October. They included:
 - 3rd Alarm Wildland Fire Carter Lake Area
 - 2nd Alarm Structure Fire – 747 West 5th Street
 - Mutual Aid to Fern Lake Wildland Fire in RMNP
 - Numerous Extrication Calls and MVAs during November

IGA with Thompson Valley EMS (Thompson Valley Health Services District)- The IGA between TVEMS and LFRA was completed in November and approved by the Health Services District Board. This agreement was a culmination of several months of work between the staff and attorneys of both agencies. Chief Mirowski will be signing the document in December per the guidelines established within the by-laws of the fire authority. The salient points within the IGA are listed below. Copies of the IGA are available for any board member that requests one.

Important Points from IGA with LFRA and TVEMS

- Dedicated number of ambulances and staffing levels
- Level of service provided by each agency
- Targeted response times for emergency calls for both agencies
- Equipment resupplies, dispatching and common radio frequencies
- Command and control of operations and management and supervision
- Training related issues and physician advisor
- Patient protocols and disaster preparedness
- Auto and mutual aid response
- Data information collection and reporting
- Strategic planning, future facilities and shared facilities
- Financial obligations and appropriations
- Termination or future changes to the agreement

The Fire Authority Board should be aware that this agreement does not constitute a change in the protocols, operations or service levels for the citizens within the City of Loveland or the Loveland Rural Fire Protection District. What this agreement accomplishes is the formalizing of current procedures and operations between LFRA and TVEMS. The goal of both agencies was for the continuance of high quality emergency medical services, the perpetuation of the outstanding working relationships between the workforces of both agencies, and the establishment of a legal agreement for future succession planning for the leadership of both agencies.

Letters for November 2012

Hello,

I live on the 3rd floor of Big Thompson Manors, Bldg. 1. We had a fire scare Wednesday night and I wanted to send a huge "THANK YOU" to the Loveland Fire Rescue Authority for such a quick and skillful response. Even though it turned out to be a small kitchen fire (I believe), the thoroughness and professionalism demonstrated by those who responded was exceptional.

Thank you, again and be safe.

Sincerely,

Greg Alleva

224 N Monroe Ave Apt 307

Loveland CO 80537



DEPARTMENT OF HOMELAND SECURITY
UNITED STATES SECRET SERVICE
Denver Field Office
5619 DTC Parkway
Suite 400
Greenwood Village, Colorado 80111

November 19, 2012

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

File: 178.000

Dear Chief Mirowski,

On behalf of the United States Secret Service, I would like to extend my appreciation for the efforts of your agency during the recent visit of Congressman Paul Ryan to Loveland.

Please convey my appreciation to the men and women of the Loveland Fire Rescue Authority for their assistance during this visit. Our mission would not be successful without the support and cooperation rendered by these individuals.

As always, I look forward to working with you and your staff.

Sincerely,
A handwritten signature in black ink, appearing to read "Bruce Ward".

Bruce Ward
Special Agent in Charge

TO/em

