

2013



Budget Biz

Quarter 2 (YTD through June), Issue 5

Welcome to the fifth issue of the quarterly budget report for the Loveland Fire Rescue Authority (LFRA). This report is designed to provide information related to fiscal accountability. It is available on the website and accessible to anyone that is interested. It is designed to assist the LFRA Board with monitoring the budget status for all resources that assist with delivering service to the citizens of the City of Loveland and the Loveland Rural Fire Protection District.



There are three sections of the report: LFRA Budget Status, Other Resources, and In the Works. The Budget Status section will highlight the budget status for revenues and expenditures for the Fire Authority Fund year to date, January through June, 2013. The expenditures will be presented by program and account category at the department level. Each of these financial presentations will include variance explanations when the current percentage of the total budget is significantly different from the percentage of the year (i.e., second quarter is 50% of the year). There are resources outside of the Fire Authority Fund that are critical to our service delivery mission. The Other Resources section is devoted to highlighting the status of budgets that are outside of the Fire Authority Fund. The next section of the report will provide status information on the various processes used to develop long term and short term operational and capital planning. It is also intended to highlight significant financial transactions or strategies that the department is working on to advance the strategic plan and deliver cost effective services.

Quarter 2 at 50% of 2013

- Revenues in the Fire Authority Fund are at 40.36% of the annual budget, compared to 46.51% last year.
- Expenditures in the Fire Authority Fund are at 44.15% of the annual budget, compared to 40.64% last year.
- The Station 2 property annexation is complete; the project has been through conceptual review, schematic and design development, soils analysis, a couple of neighborhood meetings, and the construction drawings are in the process of being reviewed by the City's Development Review team.
- The Battalion Chief Command Vehicle is in service. The Heavy Rescue Truck for the new Station 2 and the new Type 6 are in the purchasing process.
- The 2014 Budget has been developed and submitted to the LFRA Board.
- In partnership with The Lauren Project and a federal grant, smoke and carbon monoxide detectors are being installed in low income and disable households in the community. The first "save" has occurred! A family was alerted to carbon monoxide from a faulty hot water heater.
- Auto Aid agreements with the Johnstown Fire Protection District and the Estes Valley Fire Protection District have been approved by the LFRA Board.
- The locally amended 2012 International Fire Code have been approved by City ordinance.

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Through commitment, compassion and courage, the mission of the Loveland Fire Rescue Authority (LFRA) is to protect life and property.

2013

LFRA Budget Status - Revenue

Loveland Fire Rescue Authority

Budget Revenue Report

Quarter Ending 6/30/2013, 50% of the Year

Segments/Accounts	Total Budget	YTD Rev	Total Variance	Total % Uncollected	Total % Collected
Interest & Community Safety					
Interest Net of Gains/Losses on Allocated Share of City Investments (based Cash Balance Retained for Cash Flows through the end of the year)	\$ -	\$ 394.32	\$ (394.32)	0.00	100.00
Building (1)	44,880.00	24,594.28	20,285.72	45.20	54.80
Contractor	4,000.00	2,000.00	2,000.00	50.00	50.00
Fire Permit & Inspection (1)	20,000.00	10,700.00	9,300.00	46.50	53.50
Firework Stand Review	15,000.00	12,350.00	2,650.00	17.67	82.33
Special Events (2)	30,000.00	21,590.00	8,410.00	28.03	71.97
Rural Fire Inspection Fee (1)	5,000.00	6,416.28	-1,416.28	-28.33	128.33
Miscellaneous	0.00	1,514.31	-1,514.31	0.00	100.00
Sub-Total Interest & Community Safety	\$ 118,880.00	\$ 79,559.19	\$ 39,320.81	33.08	66.92
Station Operations (including Training)					
Academy Training	20,000.00	12,638.76	7,361.24	36.81	63.19
Sub-Total Station Operations (including Training)	\$ 20,000.00	\$ 12,638.76	\$ 7,361.24	36.81	63.19
Technical Response and Systems					
Hazmat Billing (3)	2,500.00	13,441.44	-10,941.44	-437.66	537.66
Sub-Total Technical Response & Systems	\$ 2,500.00	\$ 13,441.44	\$ (10,941.44)	-437.66	537.66
Administration					
Miscellaneous (4)	13,000.00	119.80	12,880.20	99.08	0.92
Contribution - Rural Fire District (5)	1,891,520.00	785,214.00	1,106,306.00	58.49	41.51
Contribution - Loveland (6)	8,275,220.00	3,266,270.81	5,008,949.19	60.53	39.47
Other Agency Deployment (7)	20,000.00	16,752.19	3,247.81	16.24	83.76
Sub-Total Administration	\$ 10,199,740.00	\$ 4,068,356.80	\$ 6,131,383.20	60.11	39.89
Grand Total (8)	\$ 10,341,120.00	\$ 4,173,996.19	\$ 6,167,123.81	59.64%	40.36

YTD = Year to Date, Rev = Revenue

Revenue Variance Explanations



LFRA Budget Status - Revenue

Variance Explanations - Revenue

(1) Building and Rural Fire Inspection Fee

This is a function of building activity to date.

(2) Special Events

Larimer County Event Center standbys.

(3) Hazmat Billing

This is the reimbursement of hazmat incident costs. KLLM Transport billing for \$5,530 and the fourth and final payment for the Englemen settlement \$7,911.44.

(4) Miscellaneous

\$118 is a reimbursement of expense. \$13,000 budget is for Thompson Valley EMS contribution (half of the cost) for the Quickest Route Software approved in the carryover supplemental appropriation. It will be billed when the installation is complete. The actual cost will be less and therefore, the TVEMS contribution will be significantly less.

(5) Contribution - Rural Fire District

June is billed and collected in July.

(6) Contribution - Loveland

The December 2012 advance to cover accruals was credited back against the January contribution (\$288,996).

(7) Other Agency Deployment

\$3,526 Fern Lake Deployment and \$13,226 for the Gelena Deployment.

(8) Grand Total

46.51% of the budgeted revenue had been received the second quarter of last year; the difference is driven by the \$288k netted out of the Jan City Contribution in 2014.



LFRA Budget Status - Expenditures

Loveland Fire Rescue Authority

Authorized Spending Report by Division and Program

Quarter Ending 6/30/2013, 50% of the Year

Segments	Total Budget	YTD Exp	YTD Enc	Total Available	Total % Available	Total % Spent
Community Safety						
Community Safety	851,930.00	405,078.36	0.00	446,851.64	52.45	47.55
Sub-Total Community Safety	\$ 851,930.00	\$ 405,078.36	\$ 0.00	\$ 446,851.64	52.45	47.55
Station Operations						
General Operations	6,824,280.00	2,859,055.88	0.00	3,965,224.12	58.11	41.90
Training	161,570.00	52,727.28	21,637.52	87,205.20	53.97	46.03
Station 1	26,240.00	13,680.78	0.00	12,559.22	47.86	52.14
Station 2	8,630.00	2,112.75	0.00	6,517.25	75.52	24.48
Station 3	7,360.00	4,303.93	0.00	3,056.07	41.52	58.48
Station 5	7,290.00	2,615.40	0.00	4,674.60	64.12	35.88
Station 6 (1)	9,170.00	5,809.14	0.00	3,360.86	36.65	63.35
SubTotal Station Operations	\$ 7,044,540.00	\$ 2,940,305.16	\$ 21,637.52	\$ 4,082,597.32	57.95	42.05
Technical Response & Systems						
Special Operations	70,000.00	19,427.58	0.00	50,572.42	72.25	27.75
Wild Land	34,540.00	5,212.84	0.00	29,327.16	84.91	15.09
EMS	23,070.00	7,114.70	6,000.00	9,955.30	43.15	56.85
Fire SWAT	4,140.00	1,806.20	0.00	2,333.80	56.37	43.63
ARFF	2,190.00	0.00	0.00	2,190.00	100.00	0.00
SubTotal Technical Response and Systems	\$ 133,940.00	\$ 33,561.32	\$ 6,000.00	\$ 94,378.68	70.46	29.54
Equipment Maint & Replacement						
Communications/Telephone	160,230.00	38,806.96	10,700.00	110,723.04	69.10	30.90
Hoses	12,030.00	788.60	5,825.00	5,416.40	45.02	54.98
Ladders/Small Engine	7,450.00	1,610.42	0.00	5,839.58	78.38	21.62
SCBA	36,740.00	13,264.92	0.00	23,475.08	63.90	36.11
Thermal Imaging (2)	12,590.00	9,800.00	0.00	2,790.00	22.16	77.84
Computer Equipment	86,410.00	10,409.74	0.00	76,000.26	87.95	12.05
Vehicles and Apparatus (3)	785,000.00	376,062.55	112,743.45	296,194.00	37.73	62.27
SubTotal Equipment Maint & Replacement	\$ 1,100,450.00	\$ 450,743.19	\$ 129,268.45	\$ 520,438.36	47.29	52.71
Administration						
Administration	1,210,260.00	578,651.98	0.00	631,608.02	52.19	47.81
SubTotal Administration	\$ 1,210,260.00	\$ 578,651.98	\$ 0.00	\$ 631,608.02	52.19	47.81
Grand Total	\$10,341,120.00	\$4,408,340.01	\$156,905.97	\$5,775,874.02	55.85	44.15

Exp = Expenditures; Enc = Encumbrance; YTD = Year to Date

Expenditure Variance Explanations



LFRA Budget Status - Expenditures

Variance Explanations - Expenditures

(1) Station Six

Tool and supplies (i.e. tiger tooth blade, flags, stocked up on cleaning supplies, clothes hanging racks, locker hooks, bunkroom headboard lights, trash cans for bathrooms) purchased in the first quarter when the station expansion was completed and other miscellaneous needs were identified.

(2) Thermal Imaging

Camera on the replacement schedule was purchased.

(3) Vehicles and Apparatus

The Battalion Chief Vehicle is in service. The Type 6 Brush Truck is having the utility box installed. The vehicle approved with the Community Service Division Lieutenant position is on order.

Loveland Fire Rescue Authority Authorized Spending Report by Account Class Quarter Ending 6/30/13, 50% of the Year

Segments	Total Budget	YTD Exp	YTD Enc	Total Available	Total % Available	Total % Spent
Personal Services	\$7,672,210.00	\$3,286,422.87	\$0.00	\$4,385,787.13	57.17	42.84
Supplies	438,350.00	135,054.42	11,745.00	291,550.58	66.51	33.49
Purchased Services	1,831,690.00	851,209.41	12,900.00	967,580.59	52.82	47.18
Capital Outlay (1)	398,870.00	135,653.31	132,260.97	130,955.72	32.83	67.17
Grand Total (2)	\$10,341,120.00	\$4,408,340.01	\$156,905.97	\$5,775,874.02	55.85	44.15

Exp = Expenditures; Enc = Encumbrance; YTD = Year to Date

(1) Capital Outlay Purchases

Includes Quickest Path Software, BC Command Vehicle, Type 6 Brush Truck, thermal imaging camera and Lt. vehicle.

(2) Grand Total

Last year LFRA had spent or encumbered 40.64% of the 2012 Budget.



Other Resources

Fire Capital Expansion Fee Fund:

Station 6 Expansion:

2013 Budget	\$29,820.00
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Expenditures and Encumbrances to Date (including Art in Public Places)	20,501.29
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2013 Remaining Budget	<u>\$9,318.71</u>
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Station 2 Construction and Heavy Rescue:

2013 Budget	\$3,566,480.00
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Expenditures and Encumbrances to Date	858,933.76
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2013 Remaining Budget	<u>\$2,707,546.24</u>
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City General Fund (2012 Carryover into 2013):

2013 Budget	\$12,820.00
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Fitness Equipment	
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Refurbish Compressor	382.21
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AED Maintenance Agreement	<u>4,975.00</u>
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2013 Remaining Budget	<u>\$7,462.79</u>
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\$103k remains in reserve in the General Fund for grant match on the Type 3 Engine. The grant program has not yet opened up for application this year.

City Capital Replacement Fund (2012 Carryover into 2013):

2013 Budget	\$28,250.00
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Logo Replacement Program	0.00
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Installation of a Conventional 800 Mhz Channel	<u>21,745.76</u>
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2013 Remaining Budget	<u>\$6,504.24</u>
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In the Works



LFRA Personnel Recruitment

The promotional/ badge pinning ceremony for our newest officers and firefighters was held on June 26th at the LFRA Training Center. The extensive recruiting effort filled one Division Chief, one Battalion Chief, one Captain, three Lieutenants, four Engineers, four full-time paid Firefighters and three new part-time-paid Firefighters. The 2013 recruitment campaign got underway earlier this year resulting in a total of 26 applications with 21 meeting all of our initial criteria; these will move on to the next phase of interviews in the selection process. We are anticipating having between 15-18 qualified reserves available for appointment before the fall of this year.



Station Two

The construction project for new fire station two continues to move forward. In the last two months the project has gone to Conceptual Review, progressed through Schematic development and Design Development, had soils samples and analysis for site

(Continued on page 7)

In the Works Continued...

construction, held another neighborhood meeting, had the initial artwork design completed, and reviewed the building drawings and layout with the firefighter's construction design team.



Smoke and CO Detector Grant

A \$40,300 FEMA Assistance to Firefighters Grant Program for Fire Prevention and Safety (80% federal money/20% LFRA/City money) enabled LFRA to purchase 2,016 smoke detectors and 672 carbon monoxide detectors. LFRA has distributed 1,601 smoke detectors and 777 carbon monoxide detectors to a total of 884 homes. The grant that made this possible focused the distribution to homes that were in the greatest financial need. Scott Pringle, Deputy Fire Marshal, came up with a new strategy for accelerating the distribution of the alarms, working with Larimer County Food Bank and the Sunrise Community Health Clinic to hold events for getting these life safety products out to households that need them. The Lauren Project, LFRA partner in this project, noticed an additional need existed and has donated an additional 200 carbon monoxide detectors for this project. The ultimate value of this program has already been demonstrated. On June 26, LFRA responded to a home for a carbon monoxide detector that sounded an alarm. This home had recently received a carbon monoxide detector from this grant program. It was determined that there was a defective hot water heater.



Burn Ban and Burn Restrictions

During the month of April, City Council reviewed the new ordinance allowing the City Manager and City Council the ability to enact a burn ban or burn restrictions. Council passed the ordinance on second reading at the May 7 Council meeting.



Front Range Fire Consortium

LFRA has been a long-standing member of the Front Range Fire Consortium (FRFC), a cooperative group of the nine largest fire departments in Northern Colorado and Southern Wyoming. FRFC has operated for nearly 15 years as an organization with great success in bringing more proficiency, unity and cost savings to the fire service of this region. In 2013, the organization will be writing its first strategic plan as the guiding document for the next 8-10 years. Chief Mirowski is the Chairman of FRFC and will be heading up this project. The document will provide the framework to ensure that the strong relationships and effectiveness of the FRFC will be in place for the next decade and beyond.



Fire Code Adoption

The 2012 International Fire Codes with local amendments were adopted on second reading in the City of Loveland June 18, 2013.



Good to Great Meetings

The first quarter of the year meetings were held to collect feedback on the organization with the purpose of continuous improvements and the establishment of initiatives for building the fourth pillar of success: Human Resource Asset. This quarter all the information has been compiled and categorized to focus the initiative development effort. The following is the table that generally describes the focus areas.

Mission	Service	Values
<ul style="list-style-type: none">Mission/Definition of Purpose/Scope of ServicesInteragency Relationship ManagementOrganizational Philosophy for Personnel and Resource Development	<ul style="list-style-type: none">Incident CommandIncident ResponseCommunity Outreach	<ul style="list-style-type: none">Fiscal ResponsibilityPersonal ResponsibilityOrganizational ResponsibilityCommunication



2013 Fire Chief of the Year Candidate

June 19, 2013 Fire Chief's Magazine released the list of 12 finalist for the award. Chief Mirowski made the list!

In the Works Continued...



2014 Budget Development



The capital and operations budget have been developed and submitted. The table below highlights the process.

Budget Process (as of July, 2013)

Organization	April	June	September	October	November	December
<i>City</i>			Study Session on 2014 Recommend Budget	Consider Adoption & Appropriation of the City's Budget; Consider Approval of LFRA's Budget		
Loveland Fire Rescue Authority (LFRA)	Long Range Financial Plan	2014 Budget Request	2014 LFRA Budget and Fees Adoption		Appropriate 2014 LFRA	
<i>Rural District</i>				Consider Approval of LFRA's Budget	Appropriate Rural District Budget	

✓ **April 11, 2013 LFRA Board: Approved the Ten Year Plan for Operations and Capital – Based on Strategic Plan Basic Services Model**

- ✓ April 19, 2013 Capital Forms Due to the City
- ✓ June 11, 2013 City Council Study Session on 2014-2023 Capital Program
- ✓ June 14, 2013 Operations Budgets Due to the City

✓ **July 11, 2013 LFRA Board: 2014 Operations Request**

- ✓ July 15 – July 19, 2013 City Managers Meetings
- August 7, 2013 Presentation of the LFRA 2014 Proposed Budget to the Rural District
- August 14, 2013 Presentation of the LFRA 2014 Proposed Budget to the Fire Rescue Advisory Commission
- September 10, 2013 Study Session on 2014 Recommended City of Loveland Budget
- September 11, 2013 Citizen Finance Advisory Commission Reviews the City of Loveland Budget

September 12, 2013 LFRA Board: Considers Adoption of the 2014 Operations Budget and Fees

- October 1, 2013 City Council Public Hearing and First Reading of Appropriation; Approval of 2014 LFRA Budget and Fees
- October 15, 2013 Second Reading Appropriation and Adoption of the City Budget
- November 6, 2013 Rural District Approves 2014 LFRA Operations Budget and Fees, Sets Mill Levy and Adopts/ Appropriates the Rural District Budget

November 14, 2013 LFRA Board: Considers Appropriation of the 2014 Budget

For more information regarding this report contact:

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