

## Loveland Fire Rescue Authority Board Meeting



**Station 6  
4325 McWhinney Boulevard, Community Room  
Loveland, Colorado 80537  
Thursday, December 19, 2013**

**1:00 PM**

**2014 Planning Retreat to Follow the Regular Meeting  
2:00 – 4:00 PM**

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Loveland Fire Rescue Authority (LFRA) Board Meeting Agenda  
Station 6, 4325 McWhinney Boulevard, Community Room  
Loveland, Colorado 80537  
Thursday, December 19, 2013  
1:00 PM

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*The Loveland Fire Rescue Authority is committed to providing equal opportunity for citizens and does not discriminate on the basis of disability, race, age, color, national origin, religion, sexual orientation or gender. The Authority will make reasonable accommodations for citizens in accordance with the Americans with Disabilities Act. For more information, please contact the ADA Coordinator at [bettie.greenberg@cityofloveland.org](mailto:bettie.greenberg@cityofloveland.org) or 970-962-3319. Wireless access: COLGuest, accesswif*

**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 14, 2013 Loveland Fire Rescue Authority Board Meeting
2. Approval of the 2014 Loveland Fire Rescue Authority Board Meeting Calendar
3. Establish the Location for the Posting of the Fire Authority Board Meeting Notices

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 Officers for the Loveland Fire Rescue Authority Board



Loveland Fire Rescue Authority (LFRA) Board Meeting Agenda  
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5. Discussion of Fire Department Accreditation and LFRA
6. Discussion of an Alternate Location for Board Meetings
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 19, 2013

Prepared By: Renee Wheeler, Public Safety Administrative Director

### TITLE

Consider the Minutes from the November 14, 2013 Loveland Fire Rescue Authority (LFRA) Board Meeting

### EXECUTIVE SUMMARY

The attached document, prepared by Roylene Sterkel, is a record of the November 14, 2013 LFRA meeting. It details the discussions at the meeting including the approval of the consent agenda (minutes from the previous meeting, Appropriation of the 2014 Budget, Third Quarter Budget Biz), a presentation on the status of the Fire Exhibit, discussion about 2014 LFRA Board meeting dates and times, a discussion of the policy issues for the Consolidated Volunteer Pension Fund, 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 & Rescue Authority Board Meeting Minutes**

### **Thursday, November 14, 2013**

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#### **Members Present:**

Board Chair Jeff Swanty  
 Mayor Cecil Gutierrez  
 Fire Chief Randy Mirowski  
 Division Chief Ned Sparks  
 Division Chief Greg Ward  
 Public Safety Admin. Dir. Renee Wheeler  
 Assistant City Attorney Moses Garcia

Rural Board Secretary Greg White  
 Councilor John Fogle  
 City Manager Bill Cahill  
 Rural Board President Dave Legits  
 BSC Roylene Sterkel  
 Assistant City Attorney Tree Ablao

#### **Visitors:**

Co-workers, family and friends of staff receiving promotions  
 Jack & Pat Sullivan  
 Ev Roberts  
 Delmar Bonser  
 Deputy Fire Marshal Scott Pringle  
 Mike McKenna  
 Chief Chris Klaas

#### **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:**

1. Chief Mirowski said that with Lt. Pitcher's retirement, it created promotion opportunities beginning at the Lt. level. Chief Mirowski presented those promotions to Lt. Shawn Williams, Engineer Matt DeDecker, Firefighter Mark Hernandez and Part-Time Firefighter Sean Houlihan.

2. **Public Comment:** None

3. **Consent Agenda:**

Councilor Fogle moved to approve the Consent Agenda. Rural Board President Legits seconded the motion and it was approved.

## **Regular Agenda:**

### **4. Presentation Regarding the Status of the Fire Exhibit**

Jack Sullivan introduced people in the audience that were present representing the Fire Exhibit. Pat Sullivan did a presentation about the history, what the exhibit provides, what happened to the exhibit, where they are now and what's next for the exhibit. She also presented and reviewed drafts of their Mission Statement, Vision Statement, Exhibit Plan and a Business Plan yet to be developed. She shared information relative to a survey of other museums. She also talked about "Brainstorming Committees" to deal with such things as financial opportunities, building needs, operational functions/questions, and the need for communications to get the word out.

Patty Sullivan said that during the flood, their volunteers donated over 325 hours at the Disaster Center and other needed functions. Jack Sullivan said they would like to host a picnic/barbecue to thank everyone for their hard work during the flood. They would like to include City Council, Rural Board, Canyon folks, retirees, etc. They would need some help financially and the Board agreed that we could find the money to make sure it happens.

Ev Roberts said they know there will be no answers today as to the Fire Exhibits future needs but hopes with the presentation the word will get out to people who may be able to help. They don't want to have their artifacts in storage any longer then they have to. The Fire Exhibit needs the City to be their ally in trying to find a building.

City Manager Cahill said there are numerous things to think about as we move forward including funding and suitable property to house the exhibit.

Chairman Swanty asked if the City owns the artifacts and it was stated that they do.

The Board thanked the committee for their presentation and agreed that it is an important task to try to help them find a place and future funding.

## **5. Discuss Board Meeting Dates and Times:**

Chief Mirowski asked the Board if they would like to do a December meeting like they did last year? They met at Station 6 and talked about the past years achievements and the future year goals. The Board agreed they would like to do that again and decided that December 19<sup>th</sup> would work best for everyone. The meeting will take place at Fire Station 6 at 1:00 p.m. City Manager Cahill moved to approve the change in date and place for the meeting. Rural Board President Legits seconded the motion and it carried.

Chief Mirowski said that we may need to move the Board meetings in 2014 to a new location because the Development Review Committee wants to have the EOC available on Thursday afternoons if their usual morning meeting goes into the afternoon. He was tasked to bring back some location options to the December meeting. The Board agreed to leave the meeting time at 1:00 p.m. in 2014.

## **6. Discuss Consolidated Fire Volunteer Pension Policy Considerations:**

Assistant City Attorney Moses Garcia handed out his recommendations for a third party review of the pension fund. He reviewed six scopes of services that he recommends the City, Rural Board and Pension Board come together on in order to protect the benefits and interest of current and future pensioners. Those six items were:

1. Develop a philosophy for the pension fund.
2. Analyze the proper funding for the pension fund based on an open and closed plan.
3. Identify and evaluate alternative benefit programs for new volunteers (reserves).
4. Plan for future increases for pension fund disbursement.
5. Review the role of the Pension Board to increase effectiveness.
6. Assessment of plan.

He looked at five different possible consultants that could be the third party reviewer and recommended Innovest Portfolio Solutions.

Mayor Gutierrez asked if we need to go out to bid for a consultant? City Manager Cahill said that professional services do not need bids, but are asked for proposals. He asked Moses if we have costs identified and who will pay those costs. Moses said that he does not have that information and it will be based on the scope of services. City Manager Cahill said that the Pension Board has funding responsibilities but the City and Rural District should share those responsibilities now. Mayor Gutierrez expressed his concern about paying anything until we know the costs involved.

Chairman Swanty asked who has the authority to make decisions about the scope of service as well as costs involved. Moses said that the funding entity has authority, but the Authority Board is still uncertain of their role. Rural Board Secretary White indicated that the original IGA was written not to address those issues and some decisions are going to have to take place "down the road". Mayor Gutierrez reaffirmed that he feels we need to define this issue now as to who will pay. City Manager Cahill said we need clarity and recommendations on a plan and what it will look like.

Chairman Swanty asked Asst. City Attorney Garcia to bring back information relative to costs. City Manager Cahill moved to work with Innovest Portfolio Solutions to acquire a bid and bring back that information to the December meeting. Rural Board President Legits seconded that motion and it carried.

The Authority Board would like to get a joint meeting set up with the Pension Board. Mike McKenna said he has a Pension Board meeting next week and will ask the Board about a joint meeting. He is concerned and wants to make sure that the Pension Board is included in any meetings with a third party.

## 7. Review Briefing Papers and Correspondence

Chief Mirowski said bids were opened today for **Fire Station 2**. There were five contractors who sent bids in. He has a meeting following this meeting to discuss those bids and the results. Thompson Valley EMS has voted to acquire the old Fire Station 2.

Chief Mirowski said that he will do a presentation at the December meeting having to do with **accreditation** for the Authority. Public Safety Administrative Director Renee Wheeler, Division Chief Greg Ward, Fire Inspection Technician Ty Drage and himself completed twenty four hours of a training workshop for instruction on fire service accreditation. Accreditation is part of the Strategic Plan and he would like to see us move forward on that goal.

Public Safety Administrative Director Wheeler gave out some blank **thank-you cards** to members who may want to use them for follow-ups, thank-you's, etc.

Chairman Swanty reminded everyone that **nomination elections** will be held at the December Board. He and Rural Board President Legits will be up for re-election.

Chairman Swanty talked about the **reporting relationship** to the Board for Fire staff that are involved with Board decisions and/or recommendations. He would like to see the Board have more information available to them relative to evaluations, raises, etc. Rural Board Secretary White said if that were the case then those staff people would work for the Authority and not the City. Mayor Gutierrez said that is why we went to an Authority and not a District. Counselor Fogle said since the Rural is paying 18%, perhaps it should be that way. Rural Board President Legits said he

feels the Rural Board is getting more information now than ever and he personally doesn't want to get heavily involved in personnel matters. Mayor Gutierrez asked how this type of situation is handled by other Fire Authorities. Chief Mirowski will do some research and bring that information back to the Board in December. Chairman Swanty reiterated that he thinks the current Authority Board is working great, but we must build for the future.

With no other business to discuss, Chairman Swanty moved to adjourn the meeting. Meeting was adjourned at 3:00 pm.

*Minutes submitted by Secretary Sterkel*



## Agenda Item Cover

Item No.: 2

Meeting Date: December 19, 2012

Prepared By: Renee Wheeler, Public Safety Administrative Director

### TITLE

Approval of the 2014 Loveland Fire Rescue Authority Board Meeting Calendar

### EXECUTIVE SUMMARY

Based on the discussion at the November LFRA Board meeting, the schedule is proposed to remain the same in 2014, 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 9, 2014	May 8, 2014	September 11, 2014
February 13, 2014	June 12, 2014	October 9, 2014
March 13, 2014	July 10, 2014	November 13, 2014
April 10, 2014	August 14, 2014	December 11, 2014

### STAFF RECOMMENDATION

Approve the calendar as presented.

### FINANCIAL/ECONOMIC IMPACTS

N/A

### ASSOCIATED STRATEGIC GOALS

N/A

### ATTACHMENTS

Calendar format for the meeting schedule



# 2014

## LFRA Board Meeting Calendar

January						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	●	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
Su	M	Tu	W	Th	F	Sa
					1	
2	3	4	5	6	7	8
9	10	11	12	●	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March						
Su	M	Tu	W	Th	F	Sa
					1	
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April						
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6	7	8	9	●	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May						
Su	M	Tu	W	Th	F	Sa
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4	5	6	7	●	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	●	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
6	7	8	9	●	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	●	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

September						
Su	M	Tu	W	Th	F	Sa
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7	8	9	10	●	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	●	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November						
Su	M	Tu	W	Th	F	Sa
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2	3	4	5	6	7	8
9	10	11	12	●	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
7	8	9	10	●	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



## Agenda Item Cover

Item No.: 3

Meeting Date: December 19, 2013

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 3<sup>rd</sup> 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- 030****A RESOLUTION ESTABLISHING THE 2014 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 2014 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 5<sup>th</sup> Street, Loveland, Colorado 80537, in the Emergency Management Conference Room on the second floor, at 1:00 p.m. on the following 2014 dates: January 9, February 13, March 13, April 10, May 8, June 12, July 10, August 14, September 11, October 9, November 13 and December 11.

**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 3<sup>rd</sup> Street, Loveland, Colorado 80537.

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

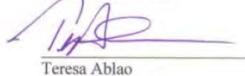
ADOPTED this 19<sup>th</sup> day of December, 2013.

ATTEST:

Jeffrey M. Swanty, Chairperson

Secretary

Approved as to form:

  
Teresa Ablao  
Assistant City Attorney



## Agenda Item Cover

Item No.: 4

Meeting Date: December 19, 2013

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 2013 Officers are:

Chair: Jeff Swanty

Vice Chair: Mayor Cecil Gutierrez

Board Secretary: Roylene Sterkel



## Agenda Item Cover

Item No.: 4

Meeting Date: December 19, 2013

Prepared By: Renee Wheeler, Public Safety Administrative Director

### 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 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 19, 2013

Prepared By: Renee Wheeler, Public Safety Administrative Director



### TITLE

Discussion of Fire Department Accreditation and LFRA

### EXECUTIVE SUMMARY

Accreditation, defined briefly as the act of granting credit or recognition, has been a part of the City of Loveland (Police Department) for more than twenty years, and is growing in its acceptance and use in Northern Colorado as a reliable tool for organizational evaluation and quality improvement. For emergency services, accreditation is now widely accepted as the preferred and most accurate way of evaluating an organization's performance and effectiveness, and provides the best mechanism to develop and measure strategic goals and program action plans.

Currently two of the three City of Loveland emergency services providers are accredited; Loveland Police Department and Loveland Dispatch. The fire department (LFRA) is the only one of the three not currently accredited. Regionally, Thompson Valley EMS, Poudre Fire Authority and the Windsor-Severance Fire Protection District are all currently pursuing accreditation. Eight fire departments in Colorado are now accredited. In the 2012 LFRA Strategic Plan it is stated that "*more evaluation and research should be conducted to determine the feasibility and uses for adopting accreditation*" (pg. 71). In October of 2013, three members of the LFRA executive staff attended a three-day accreditation symposium, in Fort Collins, to learn more and gain valuable information into the benefits of adopting an accreditation process for LFRA.

This report will provide the LFRA Board with background information for the accreditation process, make a recommendation for the implementation of an accreditation process, and provide some insight for the economic and financial impacts of implementing an accreditation program for LFRA.

### BACKGROUND

Accreditation has been defined as a process by which an association or agency evaluates and recognizes a program of study, or an institution, as meeting certain predetermined standards and recognized industry best practices. The principal overhead agency for fire service accreditation is the Center for Public Service Excellence (CPSE); was formerly referred to as the Commission on Fire Service Accreditation (CFAI). CPSE currently has 175 fire service agencies accredited and 500 more that are in the process. Clearly this is a growing trend in the evaluation and qualification process for fire departments across the country; as an example, the Colorado Springs Fire Department recently attained accreditation in early 2013. The benefits of accreditation, the mechanics for how the process is accomplished and the pros and cons for accreditation will be briefly covered in the next few paragraphs.

## Agenda Item Cover

Item No.: 5

Meeting Date: December 19, 2013

Prepared By: Renee Wheeler, Public Safety Administrative Director



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Fire departments that pursue accreditation do so primarily because of the many benefits. They include:

- Promotes excellence within Fire and EMS agencies
- Encourages quality improvement through a continuous self-assessment process
- Provides credibility through the use of a third party evaluation system
- Assures elected officials and citizens alike that the department has appropriate and needful strategic goals and program objectives for the future
- Provides a detailed fire department analysis and community risk assessment
- Identifies specific areas of strengths, weaknesses within the department and provides a roadmap for improvement
- Utilizes today's standards and best practices as the measuring standard
- Provides an initial comprehensive and recognized accredited assessment process and ongoing review with re-accreditation scheduled every five years

Fire departments that utilize the accreditation process tend to have better and more effective long-range planning, have greater buy-in throughout the organization and the community for what they are trying to accomplish, and generally offer a better product for enhanced citizen services. Evidence also suggests that while initial costs are incurred for accreditation, costs savings through efficiency and reduction in a duplication of efforts can be gleaned through accreditation. Most fire departments have also either maintained their current Insurance Services Office (ISO) rating, or improved it through the accreditation process.

There are three primary areas of focus during the accreditation process: comprehensive risk assessment of the district, standards of coverage response, and self-assessment. LFRA has already made progress in many of these areas and has already taken many of the steps of moving towards CPSE accreditation. These past efforts developed during our strategic planning process, allow LFRA to examine past, current and expected future service levels and internal performance and then compare them to other fire departments and recognized fire department standards. These efforts, while very good, are done internally without the benefit of a standard self-assessment process or third party evaluation. The self-assessment process utilized by CPSE is arguably the cornerstone of the accreditation process. In the self-assessment, LFRA will carefully examine more than 250 individual performance indicators and compare current department performance against fire service industry best practices. During the self-assessment, gaps and/or deficiencies will be identified and plans will be developed for correcting those issues. Once the self-assessment is completed, the process then moves into third party evaluation of that assessment and eventually site visits by a certified evaluation team from CPSE. This third party team evaluates the organization and renders their impartial judgment on the merits of performance and records for the suitability of that organization for accreditation.

## Agenda Item Cover

Item No.: 5

Meeting Date: December 19, 2013

Prepared By: Renee Wheeler, Public Safety Administrative Director



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There are certainly two sides to the issue of accreditation and fire departments considering engaging in the process of accreditation should consider both; they can best be seen and evaluated by briefly looking at the "pros" and "cons" of accreditation.

### PROS

- \* Effectively identifies community risks and provides for options and mitigation
- \* Improves community and firefighter safety through better planning and improved operations
- \* Utilizes recognized standards and best practices for evaluations
- \* Provides a rationale for funding

### CONS

- \* Time and labor intensive- the process can take up to two years initially
- \* Can result in recommendations that members don't like or don't agree with- (the reality of 3<sup>rd</sup> party evaluations)
- \* Comes with a price- there are hard and soft costs to accreditation

In summary, accreditation is a growing trend among fire departments across the country and in the state of Colorado. Most organizations find the benefits of accreditation far outweigh the costs and effort to achieve it. Accreditation also provides for fire departments the most effective and efficient third party evaluation for their organizations, assuring credibility and reliability in the evaluation and recommendations for improvement. For LFRA, we have many of the pieces already in place that are needed to initiate the accreditation. The work that was done in 2010-2012 in establishing the department's strategic plan gives LFRA a significant "head start" in the accreditation process. However, to accomplish accreditation in the most effective manner organizationally, it will still take LFRA nearly two years to accomplish accreditation.

The City of Loveland has had a commitment to the professional standards and quality improvement gleaned from accreditation. This can be seen in the police department, dispatch services and the museum and cultural services; all of these agencies are nationally accredited. Accreditation for LFRA makes good sense for its benefits and the further commitment to providing higher quality levels of fire-rescue services. It is the right time and right program to ensure our organization is "going from Good to Great and that we are Building it to Last."



## Agenda Item Cover

Item No.: 5

Meeting Date: December 19, 2013

Prepared By: Renee Wheeler, Public Safety Administrative Director

### STAFF RECOMMENDATION

The staff is recommending that LFRA further pursue the accreditation process by developing an inclusive plan for the accreditation procedures including:

- Becoming a Registered Agency
- Becoming an Applicant Agency
- Becoming an Accreditation Candidate
- Achieving Accreditation

This process will take several years with the goal being to apply for accreditation in the first quarter of 2016 and achieving accreditation by the end of 2016.

If approved to move forward, staff will return to the LFRA Board in the first quarter of 2014 with a more defined plan for accreditation for LFRA, including the total actual costs for accreditation.

### FINANCIAL/ECONOMIC IMPACTS

Hard cost estimates for accreditation vary depending on the size of department and some other variables. However, solid estimates for the four step process (Registered Agency-Achieving Accreditation) are approximately \$15,000 over three years. There are other economic impacts, including the staff time to accumulate and record data and the necessary information for the self-assessment and the third party review. These costs are more difficult to calculate at this time but upon approval of the program they would be better defined in the implementation plan.

### ASSOCIATED STRATEGIC GOALS

This program advances all three strategic plan LFRA goals:

- Deploy an effective emergency response to minimize damage and loss.
- Minimize and mitigate the risks of an emergency occurrence in the community.
- Deliver cost effective services.

### ATTACHMENTS

[CFAI Accreditation Will Help the Loveland Fire Rescue Authority Go From Good to Great –](#)

By: Tyler Drage

# CFAI Accreditation Will Help the Loveland Fire Rescue Authority

## Go From Good to Great

By Tyler Drage

“To protect life and property in a safe and effective manner” is the prime directive for the Loveland Fire Rescue Authority (LFRA). For the past several years, LFRA has experienced tremendous growth and change, with efforts focused on achieving three primary goals in support of this prime directive, as established in the 2012 Strategic Plan.<sup>1</sup>

- Deploy an effective emergency response to minimize damage and loss,
- Minimize and mitigate the risks of an emergency occurrence in the community, and
- Deliver cost effective services.

Additionally, the City of Loveland is currently developing plans to implement priority-based budgeting, which aligns resources with important programs throughout the City. The Center for Public Safety Excellence’s (CPSE) Commission on Fire Accreditation International (CFAI) provides a logical, systematic and thorough pathway to realizing all of these goals and objectives.

The CFAI was established in 1988 by the International City/County Management Association (ICMA) and the International Association of Fire Chiefs (IAFC), with the Tempe (AZ) Fire Department being one of the alpha test sites. In 2010, Tempe Fire Chief Cliff Jones (ret.) reported that the process of becoming and remaining accredited allowed the Tempe Fire Department to be viewed by peers, constituents and stakeholders as a credible agency.<sup>2</sup> The question then becomes, “What does it mean to be a credible agency?” A quick web search for the word, “credible,” reveals definitions such as, “Believable”; “Offering reasonable grounds for being believed”; and “Convincing.” When coupled with our mission and goals, it is important that LFRA is viewed by all stakeholders as a credible organization. The CFAI accreditation process is the ideal platform upon which to base our statement of credibility. Before LFRA can join the ranks of accredited fire service organizations, we will need to put forth tremendous effort and research as described in the following pages. Then, our credibility will be assessed by a panel of experts from other agencies who will review all of our programs, policies and processes to ensure that they are justified and documented, followed by a careful review by the 11-members of the CFAI.

There are more than 160 departments throughout the world who have achieved CFAI accreditation, with eight of them located in Colorado. Additionally, three of our neighboring departments are working through the processes to join those ranks. Poudre Fire Authority (PFA) has had a full-time Captain assigned as an Accreditation Manager for nearly one year, Mountain View Fire Protection District will be hosting a CFAI peer assessment team beginning in early June 2013, and I have been working on a part-time contract basis as the Accreditation Manager for Windsor Severance Fire Rescue (WSFR) since December 2012. In order to successfully meet the goals and objectives established in the 2012 Strategic Plan, plus the

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<sup>1</sup> Loveland Fire Rescue Authority, 2012 Strategic Plan, page 77.

<sup>2</sup> *Worth the Effort*, Fire Chief Magazine, July 1, 2010. Retrieved May 05, 2013, from [www.firechief.com](http://www.firechief.com).

direction established in the 2013 Vision Tour, I believe that it is vital for LFRA to create the position of Accreditation Manager, assign me to that position, and begin taking the steps necessary to become a CFAI accredited fire service organization.

There are three primary areas of focus during the accreditation process: comprehensive risk assessment of the district, standards of coverage response, and self-assessment. LFRA has already made progress in many of these areas and has already taken many of the steps of moving towards CFAI accreditation. These processes serve the strategic planning process and allow LFRA to examine past, current and future service levels and internal performance and then compare them to fire service industry best practices.<sup>3</sup> The self-assessment process is arguably the cornerstone of the accreditation process. In the self-assessment, LFRA will carefully examine more than 250 individual performance indicators and compare current department performance against fire service industry best practices. During the self-assessment, gaps and/or deficiencies will be identified and plans will be developed for correcting those issues. The performance indicators that are assessed are grouped into ten broad categories:

- Governance and Administration
- Assessment and Planning
- Goals and Objectives
- Financial Resources
- Programs
- Physical Resources
- Human Resources
- Training and Competency
- Essential Resources
- External System Relationships

Within Category 5 – Programs, there are 11 sub-categories that are assessed:

- Fire Suppression
- Fire Prevention/Life Safety Program
- Public Education Program
- Fire Investigation Program
- Technical Rescue
- Hazardous Materials
- Emergency Medical Services
- Domestic Preparedness Planning and Response
- Aviation Rescue and Firefighting Services
- Marine and Shipboard Rescue and Firefighting Services
- Other Programs (Typically, Wildland Firefighting Services is addressed here)

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<sup>3</sup> What is "Accreditation?" Retrieved May 05, 2013 from [www.publicsafetyexcellence.org](http://www.publicsafetyexcellence.org).

Of the 253 performance indicators that are evaluated, 84 are identified as Core Competencies that must be accomplished and/or in place in order to receive accreditation. The self-assessment process is the most labor-intensive portion of the entire accreditation process. The entire accreditation process may be expected to take between 1,000 to 2,000 hours to complete. While this may be viewed as a tremendous investment of time, the introspective nature of the self-assessment brings with it tremendous benefits that correlate directly with the tenets of Priority-Based Budgeting and will help LFRA go from Good to Great. The process of working towards CFAI accreditation will also address all four of the LFRA's Four Pillars of Success, including extensive attention to the fourth pillar: Human Resources Assets. By carefully examining all aspects of department performance and administration, LFRA will have a firm grasp of understanding on specifically what we are doing, whether we should be doing it or not, how we could be doing it better, and what we need to change to continue the process of continual improvement into the future.

In conjunction with the self-assessment, LFRA will conduct a comprehensive assessment of fire and non-fire risks within the various planning zones in our response area. This process will allow LFRA to develop a comprehensive, multi-hazard risk reduction plan that is specific to our response area. All of this information is then used to develop and implement a Standards of Cover document that defines the Authority's response plans, expectations, and standards for all types of calls for service. The Standards of Cover process will allow LFRA to designate response plans appropriate to the call type and planning zone, thereby ensuring that we are meeting service level demands and objectives.

In today's world, local governments are expected to do more with less and to provide justification for their expenditures. CFAI accreditation will provide LFRA with a platform from which to document direct links between mandated programs, determine the strengths and weaknesses of those programs, and to develop and implement plans for improvement. Many fire service organizations mistakenly look to the Insurance Service Office (ISO) periodic evaluation as a means to measure the effectiveness of their service lines. However, as noted in the 2012 Strategic Plan, the ISO evaluation process is intended to serve as a tool to the insurance industry, not the fire service. Fortunately, experience is showing that accreditation often works hand-in-hand with an agency's ISO rating. A report published in Fire Chief Magazine in December 2004 indicated that, at the time of the article, the majority of accredited fire service organizations have either maintained or improved their ISO ratings.<sup>4</sup> The reason for this relationship is simple: Working towards CFAI accreditation will allow LFRA to develop specific performance measurement criteria that can be used to measure the department's performance and affect positive change. In other words, the accreditation process promotes organizational excellence through enhanced service delivery and continuous quality improvement.

An excellent example of the value and application of CFAI Accreditation can be seen by examining the Novato (CA) Fire District. The Novato Fire District (NFD) obtained accredited

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<sup>4</sup> *Accreditation Nets Better ISO Ratings*, Fire Chief Magazine, December 2004. Retrieved May 05, 2013 from [www.firechief.com](http://www.firechief.com).

status in 2009 after completing all of the required processes, including a peer assessor site visit. The NFD has produced and distributed a document called, *The NFD Way*. This document is provided to all NFD employees and thoroughly explains the department's philosophy. It is intended to provide the foundation for the expectations and performance guidelines of all members. The information and concepts contained within this document were developed to serve the human resource assets of the District. *The NFD Way* is an integral part of the District's accreditation program with direct application to several of the individual performance indicators of the self-assessment. In the Accreditation Report prepared and submitted by the peer assessor team, it was reported that the "District is a very dynamic and progressive agency. The District has managed to keep pace with the population growth and commensurate service demands increases..." The report goes on to elaborate that the District "balances fiscal responsibility with the operational and social needs of the District and its citizens."<sup>5</sup> By going through all of the processes required to achieve CFAI Accreditation, the Novato Fire District was able to go from being a good fire department to being a great one. It is logical to assume that the Loveland Fire Rescue Authority will find similar success, and go from good to great, by committing to the CFAI Accreditation process as well.

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<sup>5</sup> Commission on Fire Accreditation International, Accreditation Report for the Novato Fire Protection District. Retrieved May 1, 2013 from [www.novatofire.org](http://www.novatofire.org).

## OVERVIEW OF THE ACCREDITATION PROCESS

STEP		COST
<b>1</b>	<b>Registered Agency</b>	\$525
	<p>LFRA can hold this status for up to three years. Being a registered agency allows LFRA access to the CFAI network, including the accreditation SharePoint site.</p> <p>During this portion of the process, an Accreditation Manager position is created and filled. The Accreditation Manager, Fire Chief, and other LFRA executives attend a CFAI workshop covering the basics of the self-assessment and standard of cover processes. LFRA then begins working towards completion of the Risk Assessment, Standards of Cover and Self-Assessment.</p>	
<b>2</b>	<b>Applicant Agency</b>	\$7,700
	<p>LFRA can hold this status for up to 18 months. While LFRA is in Applicant status, we will have a mentor assigned to assist us through the process of completing all of the documents that must be submitted to move to the next stage. During this portion of the process, we must complete the Self-Assessment, including developing plans for identified deficiencies. NOTE: There can be no deficiencies in the 84 Core Competencies.</p>	
<b>3</b>	<b>Candidate for Accreditation</b>	~\$8,000
	<p>Once all documents are ready for submittal, they are uploaded to the CFAI SharePoint site for peer review. Once they are approved, an on-site peer assessment is conducted, at department expense. The peer assessors will carefully evaluate all documents, including exhibits showing compliance with all self-assessment performance indicators, or plans to address deficiencies. The peer assessment team submits a final report on its recommendation to LFRA and CFAI.</p>	
<b>4</b>	<b>Achieve Accreditation</b>	~\$8,000
	<p>The leader of the peer assessor team presents the candidacy report to the CFAI, with LFRA representative(s) in attendance at a CFAI fall or spring meeting. The CFAI may grant, deny or defer accreditation based on their evaluation of our documents. Accreditation is good for five years.</p>	
<b>5</b>	<b>Annual Compliance Reports</b>	\$1,540
	<p>At least 45 days before the accreditation anniversary date, LFRA must submit a detailed progress/status report that CFAI uses to monitor our standards, procedures and practices, as well as our progress towards achieving identified goals and objectives.</p>	
<b>6</b>	<b>Renew Accreditation</b>	~\$8,000
	<p>Accredited status must be updated every five years by following the processes outlined in Steps 3 and 4 in accordance with CFAI Policy and Procedure. This process includes a re-submittal of the entire accreditation packet (Risk Assessment, Standards of Cover, Self Assessment, and Strategic Plan) as well as a peer assessment team site visit.</p>	

## REFERENCES

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The Value of Fire Department Accreditation at the Air Force Academy, by Ernst Piercy.

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The Pursuit of Fire Accreditation, by Randel Jaeger.

Fire Department Accreditation: Worthwhile Exercise or Unnecessary Expense?, by Michael Cox, Jr.



## Agenda Item Cover

Item No.: 6

Meeting Date: December 19, 2013

Prepared By: Renee Wheeler, Public Safety Administrative Director

### TITLE

Discussion of an Alternate Location for Board Meetings

### EXECUTIVE SUMMARY

A request was received for consideration of an alternate LFRA Board meeting location.

### BACKGROUND

The City of Loveland Development Review Team has been using the Emergency Operations Center (EOC) conference room for meetings with developers and builders for around 6 years. It has been set up with technology that assists them with effective discussions about the projects and is one of the few conference rooms large enough to hold the entire team with the customer's team. Now that building activity is increasing, it is their hope that they could return to their meeting schedule in the EOC conference room on Thursdays.

At the last Board meeting, staff agreed to provide some ideas for alternate locations. It is our hope that the meeting location would be a Fire Department location; however, we have offered some alternatives throughout the City.

- Fire Station Six Community Room
- Police and Courts Building
- TVEMS Board Room
- City Library- Erion Room or Gertrude Scott Room
- LFRA Training Center

### STAFF RECOMMENDATION

Hold meetings at the Station 6 Community Room

### FINANCIAL/ECONOMIC IMPACTS

N/A

### ASSOCIATED STRATEGIC GOALS

N/A

### ATTACHMENTS

None

## Agenda Item Cover

Item No.: 7

Meeting Date: December 19, 2013

Prepared By: Renee Wheeler, Public Safety Administrative Director



### TITLE

Review Briefing Papers and Correspondence

### EXECUTIVE SUMMARY

The Chief's reports include a variety of general updates including:

- Station Two Updates
- 2014 Pay Plan and Year End Performance Evaluations
- 2014 Flood After Action Review
- Improving Operations with Fire, Police and EMS
- Improving the Consolidated Volunteer Pension Plan
- Significant Incidents During November
- Other Activities
- Operations
- Community Safety

### 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, 2013*

**Chief Randy Mirowski and Public Safety Administrative Director Renee Wheeler**

### **Month of November 2013 Overview-**

The month of November was, once again, a very busy month for our organization. We continued with numerous activities related to the 2013 Flood and our recovery/ restoration process. In addition there was a focus on both the old and new fire station two, finalizing the 2014 Pay Plan, improving the consolidated volunteer pension plan, continuing the Leadership Journey classes, working with our partners in Law Enforcement and EMS and wrapping up the annual performance evaluations for all City of Loveland employees. Most of these activities, and others, will be elaborated on in the following pages of this report.

### **Fire Station Two Updates-**

November was a very productive month for new and old station two. The final bids came back for the new fires station with five of our six final contractors placing competitive bids for the contract. Golden Triangle (GTC) was the lowest bidder and selected as the contractor. We have developed the contract documents and will be presenting this to City Council on the December 17<sup>th</sup> agenda. In the meantime, several planning meetings will be held with GTC, our architects and city staff. A ground-breaking is being planned for after the first of the year with the target set for station completion being September/ October of 2014. Our focus on old station two is now about getting appraisals completed for both station two and for the TVEMS station at 1<sup>st</sup> and Wilson. Negotiation will begin with city staff and TVEMS staff once the appraisals are completed.

### **2014 Pay Plan and Year End Performance Evaluations-**

In November, we wrapped up the remaining work on the new pay plan for city employees for 2014. This was a long process where we worked with our colleagues in Human Resources (HR) to address needed improvements in the current pay plan. We have made some real progress in addressing a number of areas of inequities within the pay plan structure and realigning a number of positions for improvement and alignment with those fire departments that we compare with in the region. Our department HR representative will be conducting employee meetings, with the fire chief, on the pay plan and the changes expected in 2014. November always marks the end of the year-long process of employee performance evaluations. Each employee sets goals with their supervisor during the year, conducts the mid-year evaluation, then finalizes the process by evaluating the employee's progress and work done to accomplish the set goals. This is a time consuming process, but has been streamlined in 2014 with the application of the Neogov program.

### **2013 Flood After Action Review (AAR)-**

In November, Lieutenant Pat Mialy facilitated a comprehensive AAR for the 2013 Flood. This process essentially asks 3-4 basic questions related to our overall performance during this major incident:

- \* What did we do well?
- \* What could we have done better?
- \* Any overall safety concerns or other critical concerns?
- \* What lessons can we take away to improve our future operations?

In all we had nearly 75 employees participating in the AAR and received some great feedback and ideas for how we can improve operations in the future. One common theme emerged from this process; employees did a very good job in managing and working through this very challenging incident.

### **Improving Operations with Fire, Police and EMS-**

The three emergency services agencies for Loveland have had strong working relationships for many years. In the later part of 2014, the three chief officers in charge of Fire, Police and EMS began to meet to discuss how we could make things even better. Work will begin in 2014 to improve our operations together and build an even stronger emergency services network for our citizens in Loveland. A great example in this cooperative and functional operation can be seen in the demonstration that was conducted in November for the Tac-Fire and SWAT operations with these agencies. Various chief officers and executive staff members attended, along with the City Manager to watch two tactical demonstrations for these teams' capabilities. The demonstration was held at the LFRA Training Center (see the Operations Report by Chief Ward).

### **Improving the Consolidated Volunteer Pension Plan-**

LFRA executive staff members, along with city and attorneys have been working to improve the current consolidated volunteer pension plan and to look at options that will better serve future LFRA reserve firefighters. The current consolidated plan is being evaluated for needed updates within the legal contract and an overall evaluation of the fund from a third party source is planned. Innovest, a company with a solid history working with the City of Loveland, has been chosen as the preferred third party for the evaluation. The goal for this evaluation is to improve and update the current legal agreements and insure that the pension fund is operating with a solid and sound actuarial financial process for the future.

### **Significant Incidents During November-**

There were several significant fire and rescue incidents during the month of November. One of the most significant and certainly most tragic was the fatal fire on South Del Norte. One citizen lost their life in this fire, which was well advanced and involved most of the structure at the time LFRA units arrived. See chief Ward's report from Operations for more on this fire.

### **Other Fire Department Activities in November:**

Recovery from the flood of 2013 continued to be a big part of our activities in November. However, other activities included:

- Approval and Adoption of the 2014 Budget by Loveland Rural Fire District Board
- Completing the needed and ongoing training efforts for our firefighters
- Preparation and training for end of year performance evaluations
- Developing and submitting options for consideration for changes in the 2014 Pay Plan
- Various board and commission meetings
- Planning meetings with FNL staff (post-disaster drill)
- Discussions for Emergency Management accreditation
- Lincoln Hotel meetings and appeal process
- Leadership Journey Course- fifty area students from multiple disciplines are participating this year
- Various meetings with other chief officers in the area, focusing on improving regional response
- Continuing the work in the Community Safety Division to improve citizen safety through prevention
- Continuing our quest to take LFRA from Good-to-Great

We maintain our diligence and our commitment to the mission of enhanced citizen service to our community and improved firefighter safety. The incidents during the month of November have challenged our personnel, but never changed or impacted our resolve. We remain dedicated to our core values; Commitment, Courage and Compassion.

# Fire-Rescue Operations Division

Division Chief Greg Ward

November 2013

## Operations & Training Update

- The Reserve Firefighter Academy started live fire evolutions, all six recruits are doing well.
- The Environment Protection Agency is using the Training Center as a staging area for flood debris hazardous material collection, this operation concluded in mid-November.
- Special Operations personnel conducted two large animal rescue demonstrations for the Equine Fair at the Ranch.
- The Army Reserve Construction Battalion conducted their weekend training at the Training Facility cleaning up and repairing flood damage areas and props.
- Officers completed performance evaluations on their personnel.
- Special Operations personnel preplanned rescue operations in the Big Thompson Canyon relating to the flood repair efforts. SOT personnel met with the Kiewit Construction Safety Representatives to develop emergency plans.
- The TAC Fire Team and Loveland SWAT conducted a demo for the Command Staff. The scenarios included a repelling operation and a hostage situation that involved a fire.
- Four personnel attended a one day class conducted by a FDNY Firefighter who is also a Marine, the class was titled, Making Yourself Hard to Kill. The class was held at the South Metro Fire Training Center.
- An International Association of Professional Drivers (IAPD) class was held at the Training Center, this course is instructed by LFRA members that are certified IAPD trainers.
- Companies completed annual Company Qualification Training (CQTs).

## Significant Incidents

- Residential structure fire on South Del Norte, the fire was well advanced on the arrival of the first company, with fire extension to an adjacent house. Crews operated in a defensive strategy until the bulk of the fire was knocked down before entering the building. Tragically the homeowner did not make it out of the house and perished.
- Residential structure fire on Stoneham Circle, crews attacking a working basement fire with a second small fire located on the second floor of the home. The fires were set by a juvenile occupant of the home, no injuries were reported.
- LFRA assisted Estes Valley Fire and the Environmental Protection Agency with removing a skid steer from the Big Thompson River.
- LFRA Haz Mat personnel assisted the Larimer County Drug Task Force and Estes Valley Fire with an operation near the YMCA Camp in Estes Park.

## Apparatus Update

- New staff vehicle arrived and is being readied for service.
- The Apparatus Committee continued work on the aerial tower purchase for 2014.
- Initial research and information gathering for a grant application for a Type 3 Engine for 2014.



**South Del Norte Structure Fire**



**Stoneham Structure Fire**



**Horse rescue Demonstration**



**New Staff Vehicle**



**TAC Fire & SWAT Demonstration**



**Army Reserve working at the Training Center**

# Community Safety Division

## Division Chief Ned Sparks

November, 2013

### Update on division, programs and projects:

- ❖ Fire Investigation/autopsy assistance for fatal incident on S. Del Norte
- ❖ Continued work on the DRT leadership with mid-managers group
- ❖ Evaluations completed for the end of year
- ❖ Northern Colorado Fire Marshals meeting with Larimer County Commissioners about Residential Sprinklers

### Plan Review:

- ✖ Value Plastics meetings to discuss fire code issues
- ✖ Liberty Shooting Range site review



### Code enforcement:

- Lincoln Hotel meeting and appeal process beginning
- Phase two training for the safety visits complete for Operations
- Evaluation of the Arcadia and Chillers for potential fire code problems



### Emergency Management:

- Continue flood recovery operations with the DAC
- Recovery and remediation in process from the flood
- After action review with other city dept.'s

**Public Education:**

- ✓ Attended 3-day fire sprinkler systems training seminar in Fort Collins
- ✓ 1 school inspection
- ✓ 3 preschool inspections
- ✓ 1 church inspection
- ✓ Attended 2013 FLSEC Awards Banquet (our “Save a Life” project was nominated for Program of the Year)
- ✓ Fire and life safety presentation for residents and staff at Harvest Pointe Senior Living Community
- ✓ LPG refueling tank permit/inspection (new installation)
- ✓ Moved Kiwanis Safety Village props and materials from Centennial Elementary to new site at Namaqua Elementary

**Public Fire Education**

## Letters for November 2013

Dear Chief Mirowski,

I just wanted to send you a quick note letting you know what a great bunch of firefighters you have!

As you probably know my cancer is back so I've been receiving chemo treatments at MCR. I can't believe all the visits, calls and emails from Loveland fire. The support has been amazing. A special thanks goes out to Chief Rick Davis. His visits, support and big heart has made this challenge so much easier.

Thanks you Chief,

Roger

Battalion Chief Roger Waters  
Greeley Fire Department  
(970)350-9500  
(970)590-5501  
[roger.waters@greeleygov.com](mailto:roger.waters@greeleygov.com)

**From:** Jason C. Brezler [<mailto:jcbrezler@yahoo.com>]

**Sent:** Thursday, November 21, 2013 1:55 PM

**To:** Rick Davis

**Cc:** Eric Nurnberg

**Subject:** Re: Making Yourself Hard to Kill

Rick:

It's too bad that we didn't get to meet up while I was in CO. Hopefully next time.

I just wanted to pass along that it was my pleasure to dialogue with your folks who attended. I hope that they found the presentation beneficial and were challenged. They were extremely engaged and they are some really solid folks. I know that already know this of course, but I just wanted to pass it along. I'm impressed with the concept of operations that you guys have in Loveland and would like to see it firsthand sometime.

Keep up the good work.

s/f

Jason

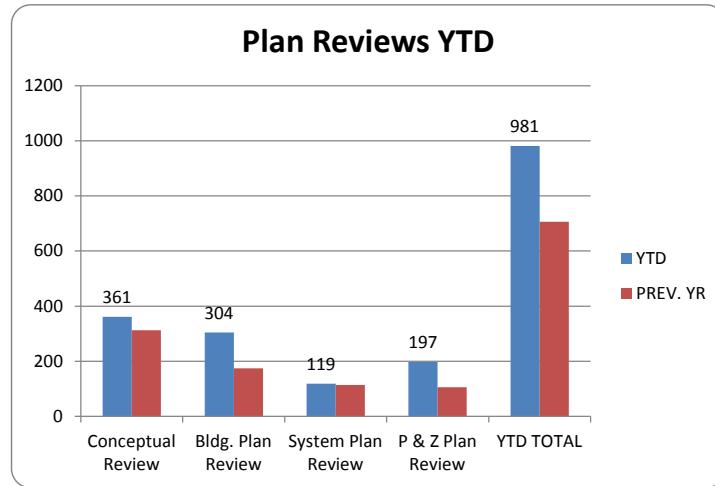
Semper Fidelis,  
Jason C. Brezler  
FDNY and USMC  
Commanding Officer, Leadership Under Fire, Inc. [www.leadershipunderfire.com](http://www.leadershipunderfire.com)

## LFRA COMMUNITY SAFETY DIVISION

October, 2013

### PLAN REVIEW STATISTICS

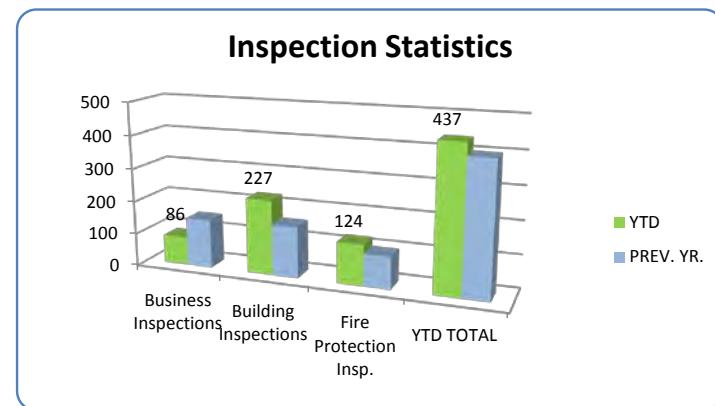
	City	Rural	Totals	Hours
<b>Conceptual Design</b>	83	2	85	73
Previous Month	75	0	75	57
Previous Year	296	16	312	198
YTD Total	338	23	361	410
<b>Building Plan Reviews</b>	22	2	24	65
Previous Month	61	0	61	90
Previous Year	170	4	174	136
YTD Total	278	23	304	459
<b>System Plan Reviews</b>	16	1	17	25
Previous Month	7	0	7	14
Previous Year	110	4	114	85
YTD Total	115	4	119	169
<b>P &amp; Z Plan Reviews</b>	9	0	9	15
Previous Month	11	1	12	18
Previous Year	84	22	106	100
YTD Total	186	11	197	258
<b>TOTAL REVIEWS YTD</b>	<b>917</b>	<b>61</b>	<b>981</b>	
Previous Year	660	46	706	



Average days in review - 10.5 days  
Percent within goal time - 88%

### INSPECTION STATISTICS

	City	Rural	Total	Hours
<b>Business Inspections</b>	12	1	13	29
Previous Month	8	0	8	8
Previous Year	127	20	147	181
YTD Total	67	18	86	107
<b>Building Construction</b>	18	2	20	40
Previous Month	27	5	32	34.5
Previous Year	135	20	155	195.5
YTD Total	188	39	227	314.5
<b>Fire Protection System</b>	17	2	19	11
Previous Month	6	0	6	5
Previous Year	92	5	97	71
YTD Total	112	12	124	104
<b>TOTAL INSPECTIONS YTD</b>	<b>367</b>	<b>69</b>	<b>437</b>	
Previous Year	354	45	399	



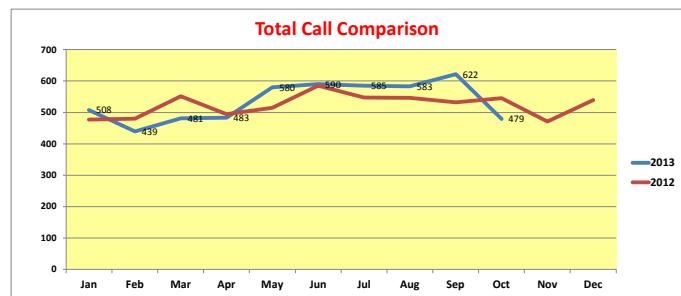
### CSD OTHER ACTIVITIES

	City	Rural	Hours	Mo. Total	Prev. Mo.	Prev. Yr.	YTD Total	Highlights/Projects
Building/Systems Permits	9	1	4	10	6	121	111	* CSD presentation to shifts on job responsibilities in CSD.
Hazmat Permits	3	0	0.5	3	15	92	94	* Bureau 7 continued training for Shifts on the new Inspection Program.
Tents/Special Events	1	0	1	1	12	80	72	* Safety Booth at K-Mart & City of Loveland Halloween Event.
Burn Permits Issued	0	11	1	11	7	76	103	* Bureau 5 conducting school inspections to meet State requirements.
Investigations	2	0	4	2	2	33	43	* Bureau 1 continued working with DAC on the flood disaster clean up.
Service Call/Complaints	5	0	4.5	5	1	99	69	
Car Seats Installed	13	0	6	13	9	126	108	
JFS Program	0	0	0	0	0	24	11	
Public Education Events	1	0	4	1	2	57	41	
Total Pub. Ed. Contacts	225	0		225	51	7,689	2,533	

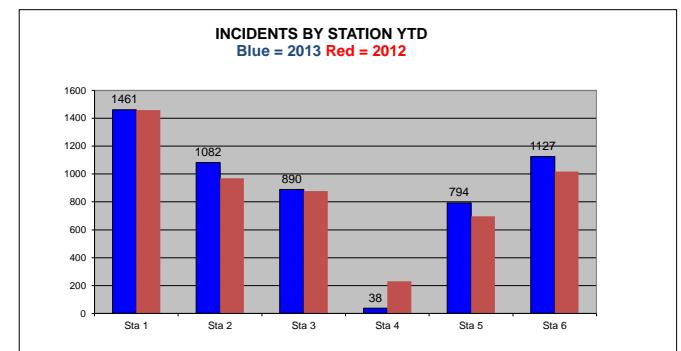
October, 2013

CALL INFORMATION					
INCIDENT TYPE	CITY	RURAL	MO. TOTAL	YTD	% Prev. Yr.
Structure Fire (Residential)	1	0	1	20	
Structure Fire (Commercial)	0	0	0	5	
Vehicle Fire	1	1	2	26	
Grass/Wildland Fire	0	1	1	30	
Smoke/Odor Investigation	13	0	13	136	
Fire Alarm	35	4	39	487	
Other Fire	8	5	13	203	
Total Fire Related	58	11	69	907	17%
Total Medical (EMS)	210	28	238	2,654	49%
Motor Vehicle Accident	41	4	45	566	
Hazmat	15	2	17	116	
Water/Ice Rescue	0	0	0	42	
Carbon Monoxide	18	0	18	120	
Public Asst. (Service)	26	5	31	320	
Cancelled Enroute	27	19	46	535	
No Incident Found	5	5	10	92	
Airport Standby	4	0	4	39	
Airport Emergency	1	0	1	1	
Total Miscellaneous	137	35	172	1,831	33%
Month-End Total	405	74	479		
Year Cumulative	4,182	1,210		5,392	
Percentage YTD	78%	22%		5,253	

Average Response Times YTD in Minutes	Prev. Year	Fire Confined to Room of Origin	Previous Year
Call to Tone Out	2.76	3.19	60%
Dispatch to Enroute	1.11	1.01	
Enroute to 1st Arrival	2.95	3.31	
Average on Scene	13.47	8.02	



MUTUAL/AUTO AID STATISTICS YTD				
	Received	Hours	Given	Hours
Fort Collins	45	42	81	49
Previous Year	38	32	136	68
Berthoud	25	23	58	43
Previous Year	18	13	37	26
Big Thompson Canyon	8	42.5	53	92
Previous Year	6	3	47	45
Windsor	50	32	33	19
Previous Year	30	13	23	26



TRAINING	Hrs/Month	Hrs/Prev Month	Hrs/Prev Yr.	Hrs/Year to Date
Shift	1,048.00	416.00	13,227.00	10,683.00
Volunteer	23.00	0.00	876.00	183.50
Admin	75.00	52.00	723.00	678.00
Total	1,146.00	468.00	14,826.00	11,544.50
Vol. Shift Hours	227.50	240.50	7,244.50	3,232.50

LOSS/SAVE INFORMATION				
Type of Fire	City		Rural	
	Loss	Save	Loss	Save
Residential Structure	\$ 2,000	\$ 142,200	\$ -	\$ -
Commercial Structure*	\$ -	\$ -	\$ -	\$ -
Other Fires	\$ -	\$ -	\$ -	\$ -
Month Total	\$ 2,000	\$ 142,200	\$ -	\$ -
Year Cumulative	\$ 2,075,115	\$ 7,747,859	\$ 8,845	\$ 202,862

Specialized Disciplines Training				
YTD Courses	Prev. Yr. Courses	YTD Hrs.	Previous Yr. Hrs.	OT Hrs.
Collapse	17	11	9	11
Rope	98	111	109	129
Confined Space	11	14	29	16.25
Search/Rescue	4	6	6	6
Water	48	71	68	99.5
TAC	5	12	26	64
Hazmat	95	110	162.5	121.5
Wildland	130	262	301	645
YTD TOTALS	408	597	710.5	1092.25
				1,283
				\$37,284.00