
Loveland Fire Rescue Authority Board Meeting



Police Institute
810 E. 10th Street
Loveland, Colorado 80537
Thursday, March 13, 2014

1:00 PM



Loveland Fire Rescue Authority (LFRA) Board Meeting Agenda
Police and Courts Building, 810 E. 10th Street, Police Institute
Loveland, Colorado 80537
Thursday, March 13, 2014
1:00 PM

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 or 970-962-3319. Wireless access: COLGuest, accesswifi

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 February 13, 2014 Joint Loveland Fire Rescue Authority Board and Consolidated Fire Volunteer Pension Board Meeting
2. Consider the meeting notes from the February 13, 2014 Loveland Fire Rescue Authority Board Meeting

End of Consent Agenda



Loveland Fire Rescue Authority (LFRA) Board Meeting Agenda
Police and Courts Building, 810 E. 10th Street, Police Institute
Loveland, Colorado 80537
Thursday, March 13, 2014
1:00 PM

REGULAR AGENDA

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

3. Consider Fire Chief Recruitment
4. Consider a Supplemental Appropriation for 2013 Budget Savings and Conduct a Public Hearing
5. Presentation of the 2014 Vision Tour
6. Review Briefing Papers and Correspondence
 - a. Chief's Report
 - b. Letters
 - c. January Statistics
7. Board Member New Business/Feedback
8. Any Other Business for Board Consideration

ADJOURN



Agenda Item Cover

Item No.: 1

Meeting Date: March 13, 2014

Prepared By: Renee Wheeler, Public Safety Administrative Director

TITLE

Consider the Minutes from the February 13, 2014 Joint Loveland Fire Rescue Authority (LFRA) Board and Consolidated Volunteer Fire Pension Board Meeting

EXECUTIVE SUMMARY

The attached document, prepared by Roylene Sterkel, is a record of the February 13, 2014 joint LFRA Board and the Consolidated Volunteer Fire Pension Board meeting. It details the discussions at the meeting.

BACKGROUND

Standard meeting protocol

STAFF RECOMMENDATION

Approve as written

FINANCIAL/ECONOMIC IMPACTS

N/A

ASSOCIATED STRATEGIC GOALS

N/A

ATTACHMENTS

Minutes



**Consolidated Volunteer Fire Pension Board
Loveland Fire Rescue Authority Board
Joint Meeting
Thursday, February 13, 2014**

Consolidated Volunteer Fire Pension Board Members Present:

Everette Roberts
Barry Gustafson
Chris Sandoli

Staff Liaison Alan Krcmarik
Secretary Rita Chandler
Greg White

Members Absent:

President Mike McKenna
Arthur Erickson

Secretary Mike Alexander
John Stuart

Loveland Fire Rescue Authority Board Members Present:

Board Chair Jeff Swanty
Mayor Cecil Gutierrez
Fire Chief Randy Mirowski
Rural Board President Dave Legits
BSC Roylene Sterkel
Public Safety Admin. Dir. Renee Wheeler
Division Chief Ned Sparks

Rural Board Secretary Greg White
Councilor John Fogle
City Manager Bill Cahill
Division Chief Greg Ward
Assistant City Attorney Tree Ablao
Assistant City Attorney Moses Garcia

Visitors:

LFRA Battalion Chief Tim Smith

Call to Order:

LFRA Chairman Swanty called meeting to order on the above date at 1:10 p.m.

Pledge of Allegiance:

The Boards participated in the Pledge of Allegiance.

Roll Call:

LFRA Secretary Sterkel conducted roll call.

The Boards conducted self-introductions around the table.

1. Open Discussion on Relevant Issues or Topics:

Chairman Swanty opened up for discussion any items that the Volunteer Pension Board wanted to discuss.

Everette Roberts said he feels like most board members do not have any concerns relative to the funding for new hires and old hires. He said he would like to see any differences that may have been brought up in recent months put behind us and move forward with a new or revised Pension Agreement. Everette talked about how the fund was managed in the past.

Barry Gustafson and Chris Sandoli both agreed with Everette's recommendation to move forward with a new agreement. Everette said that even though Art Erickson and John Stuart were absent from this meeting, he has talked with them and knows that they also feel the same way. All three Pension Board members in attendance felt the City, LFRA and LRFPD are headed in the right direction with LOSAP and the closing of the existing plan to new Reserves.

Chief Mirowski said that times have changed. Reserves are looking for paid positions and the average service time for a Reserve is around two years; therefore, Reserves are never eligible to receive benefits in the current plan. We need to change the structure plan to meet the needs of today's Reserves.

Mayor Gutierrez emphasized that Volunteers/Reserves have always been and will continue to be valued. The intent is to work with the Pension Board to solve problems and meet the needs of both old and new Volunteers/Reserves. He stated that the LFRA Board is committed to supporting the benefits of the Volunteers/Reserves receiving a pension; several others agreed with that position.

Everette Roberts said that the Pension Board can't make decisions as to funding and needs the Fire Authority Board to make those decisions and define what position the Pension Board will play. He talked about what it means to him to have been a Volunteer.

Chief Mirowski said that other departments use their Volunteer Pension Plan as a recruiting tool to obtain and retain Reserves. Unfortunately, our current plan doesn't serve as a recruitment incentive.

Mayor Gutierrez thanked the Pension Board for attending this meeting and for sharing their thoughts with the Fire Authority Board.

Assistant City Attorney Moses Garcia said that he has received a revised proposal from Innovest for their assistance in establishing a new agreement. He passed out copies of that document. The new proposal contains two pieces of the original proposal that include:

1. Assistance with freezing the existing define benefit plan.....\$2,500
2. Assistance with establishing a LOSAP Defined Contribution Plan.....\$5,000

City Manager Bill Cahill suggested that we have the legal department review the current agreement and the proposal from Innovest and move forward.

Alan Krcmarik reiterated that both the Pension Board and the Fire Authority Board need to be involved in the revisions and amendments to the 1966 Pension Agreement. Both Boards agreed.

Everette Roberts asked that Moses attend the next Pension Board meeting and Moses said he will be there.

No further items were discussed and the joint meeting between the Loveland Fire Rescue Authority Board and the Consolidated Fire Volunteer Pension Board was adjourned.

Minutes submitted by Secretary to the Fire Authority Board Roylene Sterkel



Agenda Item Cover

Item No.: 2

Meeting Date: March 13, 2014

Prepared By: Renee Wheeler, Public Safety Administrative Director

TITLE

Consider the Minutes from the February 13, 2014 Loveland Fire Rescue Authority (LFRA) Board Meeting

EXECUTIVE SUMMARY

The attached document, prepared by Roylene Sterkel, is a record of the February 13, 2014 LFRA meeting. It details the discussions at the meeting including the approval of the consent agenda (minutes from the previous meeting, notes from the December 19, 2013 planning retreat, and a mutual aid agreement with Rist Canyon Volunteer Fire Department), the 2014 goals for the Fire Chief, 2014 Budget Process, report on the Airport Triennial Emergency Plan Exercise, a report on the Peer Support Program, the Chief's report and a discussion about the recruiting process for the next Fire Chief.

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, February 13, 2014

Members Present:

Board Chair Jeff Swanty
Mayor Cecil Gutierrez
Fire Chief Randy Mirowski
Rural Board President Dave Legits
BSC Roylene Sterkel
Public Safety Admin. Dir. Renee Wheeler
Division Chief Ned Sparks

Rural Board Secretary Greg White
Councilor John Fogle
City Manager Bill Cahill
Division Chief Greg Ward
Assistant City Attorney Tree Ablao
Assistant City Attorney Moses Garcia

Visitors:

Battalion Chief Rick Davis
Battalion Chief Tim Smith
PTP Firefighter Trevor Twogood
Captain Pat Mialy

Call to Order:

Chairman Swanty called the Fire & Rescue Authority Board meeting to order on the above date at 2:02 p.m.

Awards and Presentations:

Chief Mirowski congratulated Part Time Paid Firefighter Trevor Twogood for his 14 week commitment to the Front Range Fire Academy. Trevor is the first person from Loveland Fire Rescue in several years to go through the academy. He received the "Top Gun Award" from the Academy for his hard work and dedication. Chief Mirowski also thanked BC Davis for his help in making it possible for Trevor to attend the academy.

Chief Mirowski introduced Captain Pat Mialy who has been promoted from Lieutenant to the City of Loveland and LFRA Emergency Manager. He talked about what an outstanding job Captain Mialy did managing the EOC during the floods in September. Captain Mialy will be moving to a work station down the hall in Administration and report directly to the Fire Chief.

Public Comment: None

Consent Agenda:

1. Consider the minutes from the December 19, 2013 Loveland Fire Rescue Authority Board meeting.
2. Consider the meeting notes from the December 18, 2013 Loveland Fire Rescue Authority Board Planning Retreat.
3. Consider approval of a Resolution approving an Intergovernmental Mutual Aid Response Agreement between the Loveland Fire Rescue Authority and the Rist Canyon Volunteer Fire Department.

Mayor Gutierrez moved to approve the Consent Agenda. City Manager Cahill seconded the motion and it carried.

Assistant City Attorney Moses Garcia said that the Board needs to determine if they approve the \$7,500 for Innovest that was discussed at the earlier joint meeting between the Pension Board and the LFRA Board. Mayor Gutierrez asked where the funding will come from. Administrative Director Wheeler said that the amount has been built into the 2013 carry over and if that doesn't occur, there are funds available in the Professional Services line item for 2014. Mayor Gutierrez moved to contract with Innovest. Councilor John Fogle seconded the motion and it carried.

Regular Agenda:

4. Discuss the 2014 Goals for the Fire Chief:

Chief Mirowski shared his professional goals with the Board indicating that the goals are intended to support the achievements of all three LFRA strategic goals. He said he has many things he would like to achieve that aren't on the list.

5. Consider the 2014 Budget Process Proposal:

Administrative Director Wheeler shared a chart showing the 2014 proposed LFRA budget process. Mayor Gutierrez asked if the chart is being adopted as a process because on the 3rd step it shows the LFRA Subcommittee being comprised of the LFRA Chair, the City Manager and the Chair of FRAC. His concern is that at some point the LFRA Chair may not be a rural board member. He suggested that the Rural Board President be added to that subcommittee. City Manager Bill Cahill said that the process may only be in place for a year or two as the Board considers the LFRA governance transition plan.

Board Chairman Swanty asked whether FRAC needed to be involved with the budget process. Mayor Gutierrez said FRAC gets the same information from Chief Mirowski as this board and they have good representation right now. City Manager Cahill said he thinks the process will work well for this year.

Admin. Director Wheeler said that the City has moved to a process called Priority Based Budgeting. Chairman Swanty asked what the difference is between that and the current budgeting process. Wheeler said the new process works at the program level rather than the department level. City Manager Cahill said there was a presentation before City Council about this type of budgeting and their response was “why aren’t we doing this already”! This type of a budgeting process gives more information about services being provided by the departments and aligns resources allocated with the community priorities. The process allows managers to understand the full cost of services provided and prioritize their allocated resources.

Chief Mirowski said the Priority Based Budgeting process is the next step for LFRA and the performance measurement for the purpose of assessing priorities and allocating resources which is included in Section 8 of the Strategic Plan.

City Manager Cahill moved to adopt the process for one year and ensure that there is Rural District Board representation on the LFRA Board budget subcommittee. Mayor Gutierrez seconded the motion and it carried.

6. Report on the Airport Triennial Emergency Plan Exercise:

Division Chief Greg Ward talked about how the FAA requires an airport exercise every year. Usually it is a Table Top exercise for 2 years and then every 3rd year is a full scale exercise. This year because of the flood, we tried to put the exercise off, but the FAA would not allow that. LFRA put together the exercise in a short amount of time, and it turned out to be a very good training. Chief Ward explained some of the interaction that took place and indicated that the After Action Report and the Improvement Plan with Recommendations for future training, equipment, and response procedures was included in the Board agenda packet. Mayor Gutierrez asked “what other outside agencies were involved with this drill?” Chief Ward said that only McKee Medical Center was involved this year because of the short planning time. Chief Mirowski said that he has received two letters complimenting us on how well the drill was conducted.

7. Report on the Peer Support Program:

Chief Ward said that LFRA has identified a need for a support system to help our members and their families cope with the work related stress. He talked about how law enforcement agencies around the country have addressed this issue for years but the fire service is lagging behind. LFRA is collaborating with the Loveland Police Department to provide a Peer Support Program. Lt. Dave Schuetz has been assigned to lead our peer support team. Jack Digliani runs the current peer support team for the Police Department but he is retiring. LFRA is working with the Police Department to provide Public Safety employees with a Peer Support Program and we will share a contract person with funding coming from both agencies. Mr. Digliani will be training the Peer Support Team. All members of the team are in a training this week. Our objective is to support the existing Police Department Program and

help LFRA build a new successful program. A joint Police/Fire Support Program will be the first in Colorado. The peer support team members from LFRA are Dave Schuetz, Ron Hill, Ty Drage, Dan Engelhardt and Gina Gonzales.

Chief Mirowski thanked the Board for their support for this program. Rural Board President Legits reiterated the importance for this kind of Program in the fire service.

Other Business:

- ▶ Chief Mirowski gave an update on the progress of new Fire Station 2. The cold weather has slowed down the process a bit, but only by a few days. There are some property line issues at the old Fire Station 2 that are being addressed.
- ▶ The classroom at the Training Center is still not accessible. There is a chance we can enhance the Training Area by purchasing 4 acres to the west. The City Council supported exploring the property purchase during their January Planning Advance.
- ▶ The department will be conducting Blue Card training next week Monday-Wednesday at Fire Station 6.
- ▶ At the FRAC meeting on Wednesday, there was an appeals hearing for the Lincoln Hotel regarding exiting and storage issues. FRAC voted 6-1 to uphold the Fire Chief's determination of code requirements. The process allows the owners of the Lincoln Hotel to appeal this decision to the City Council.
- ▶ The purchase of a new Platform Aerial Truck will go before City Council on Tuesday, February 18th for final approval. The new apparatus will replace a 15 year old ladder truck that is expected to be refurbished in 2015.
- ▶ Mayor Gutierrez asked about the cost to repair Engine 6 that was damaged on an incident on Interstate 25 when it was hit by another vehicle. Chief Ward said a quote to fix the rig came back at around \$15,000 with a 30 day turnaround.
- ▶ Chief Mirowski said that the Human Resource Department will be handling the recruitment process for his replacement. They hope to have someone hired by October 1, 2014 so that he can help with the transition before he leaves. Administrative Director Wheeler indicated that the City's Acting Human Resources Director, Karen Rees, would like to attend the next LFRA Board meeting to solicit feedback on Fire Chief attributes that are important to them as candidates are evaluated in the recruiting process.

With no other business to discuss, Chairman Swanty moved to adjourn the meeting. Meeting was adjourned at 3:35 pm.

Minutes submitted by Secretary Sterkel

Agenda Item Cover

Item No.: 3

Meeting Date: March 13, 2014

Prepared By: Renee Wheeler, Public Safety Administrative Director



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TITLE

Consider Fire Chief Recruitment

EXECUTIVE SUMMARY

The City's Acting Human Resource Director, Karen Rees, will attend the meeting and discuss the Fire Chief recruitment strategy. She will be seeking feedback from the Board relative to: Authority governing structure experience, other work experience, education and training, and key initiatives.

BACKGROUND

Ms. Rees has included the Fire Chief job description for the Boards consideration and a questionnaire to seek the Board's feedback. A proposed schedule for the recruitment process has been included on the questionnaire.

STAFF RECOMMENDATION

N/A

FINANCIAL/ECONOMIC IMPACTS

N/A

ASSOCIATED STRATEGIC GOALS

The next Fire Chief is critical to all three strategic goals.

ATTACHMENTS

Job Description

Survey and Proposed Recruitment Schedule

POSITION TITLE: FIRE CHIEF

DEPARTMENT: Fire Authority

DIVISION: Fire & Rescue

REVISION DATE: 11-7-2012

FLSA STATUS: X Exempt Non-exempt

GENERAL PURPOSE:

The Fire Chief is appointed by the Fire Authority Board and City Manager, and reports directly to the City Manager for operations related matters. The Fire Chief has overall responsibility for direction and management of the Loveland Fire Rescue Authority (LFRA), including administration, training, fire prevention, public education, firefighting, emergency medical services, technical rescue, emergency management and hazardous-materials response. Approximately 20 reserve firefighters, 12 part-time/ career, 78 full-time/career firefighters, and approximately seven fire prevention, and support staff members report to the Fire Chief, (approximately 20 volunteers from the Big Thompson Canyon Volunteer Department also work under the authority of the Fire Chief). LFRA provides services to the City of Loveland and the Loveland Rural Fire Protection District as part of the intergovernmental agreement establishing the fire Authority. It is the responsibility of the Fire Chief to work closely and collaboratively with the Fire Authority Board, City Council and the Rural District Board in assuring adequate fire protection, rescue and life safety services are provided to all citizens the LFRA District.

ESSENTIAL JOB FUNCTIONS:

Overall responsibility for directing and managing all career and reserve personnel, activities and operations of LFRA, including administration, training, fire prevention, public education, firefighting, emergency medical services, emergency management, technical rescue, and hazardous-materials response. Manages the enforcement of fire ordinances, laws and codes. Ultimate authority and/or influence over hiring, firing, promotions, and budget decisions, and regularly exercises discretionary power. Develops and implements rules, regulations, policies, and procedures to advance the mission, goals, and objectives, and provide efficient and effective fire and rescue services to the City of Loveland and the Loveland Rural Fire Protection District. Emphasizes customer service, teamwork, and communication. Maintains a thorough knowledge of state and local statutes, ordinances, procedures, and safety/regulating guidelines from fire service related organizations. Responds to major fire alarms/incidents and functions within the various Incident Command roles as necessary. Oversees and participates in the development and administration of the fire authority budget, and strategically plans for the future of the organization. Develops and implements mutual/auto aid agreements with neighboring communities to ensure a high level of fire and rescue services is provided. Maintain a cooperative and collaborative relationship with Career and Reserve staff as well as the Fire Authority Board, City Council and Rural District Board. Represent the City in

appropriate local, regional, state and federal activities related to the Fire Authority operations and welfare. Maintain high visibility and places strong emphasis on communicating with all members of the Fire Authority through station visits, interactions and proficiency evaluations, while respecting the chain of command. Maintain a “progressive” approach to change in the organization.

OTHER JOB FUNCTIONS:

As directed by the Fire Authority Board or City Manager.

SUPERVISORY DUTIES:

Directly and indirectly supervises approximately 120 Career, Reserve and Volunteer personnel (including volunteer personnel for the Big Thompson Canyon).

JOB QUALIFICATIONS:

Knowledge, skills and abilities:

Knowledge of and the ability to plan, organize, direct, and evaluate fire administration, suppression, prevention, EMS, emergency management, technical rescue, and hazardous-materials response. Knowledge of the tools and equipment used in fire suppression, rescue, hazardous materials and emergency medical services, including standard office equipment personal computers, word processing, electronic mail, etc. Strong knowledge and ability in utilizing the Incident Command System, Blue Card Hazard Zone Management, and the strategy and tactics of firefighting. Knowledge of emergency management/preparedness responsibilities. Ability to deal with an ever-changing emergency response environment, including the ability to maintain composure under even the most stressful situations or emergency incidents. Ability to execute a standard problem-solving outcome; quick, safe, effective, skillful, caring, managed. Ability to facilitate change and provide leadership to a diverse group of Career and Reserve firefighters. Ability to demonstrate a high degree of ethics, integrity and discretion, and encourage empowerment of personnel. Ability to see the “big picture” and develop long and short term strategies to meet the goals of the City, the Loveland Rural Fire Protection District, and the City Council, and the Fire Authority Board. Ability to work effectively with the City Management Team and other City teams, along with ability to work independently with very little direction. Ability to communicate clearly and concisely, both orally and in writing. Ability to maintain effective working relationships with City Council, boards and commissions, other agencies and the public. Knowledge of and ability to maintain a strong Combination (career/reserve) fire authority as long as it meets the response/service needs of the community and continually evaluate the services provided to ensure the best possible customer service. Ability to deal constructively with conflict and developing consensus. Ability to be a critical thinker who can respond to potential needs for community fire protection and public safety.

Core competencies:

Accountability, Collaboration, Courtesy and kindness, Innovation, Integrity, Safety, Service

Job specific competencies:

Communication
Community Relations
Conflict Resolution
Financial Responsibility
Initiative
Job Expertise
Leadership
Strategic Thinking

Education and/or experience:

Bachelor's degree in Fire Science, Fire Management, Public Administration or related field from an accredited university. Ten years of increasingly responsible command and supervisory experience in an organized fire department and/or authority, including three years management responsibility at the Captain/Battalion Chief level, and two years at the Division Chief level or higher. An equivalent combination of education and/or experience may substitute for education requirement on a year-for-year basis.

Licensure and/or certifications:

State **or national fire officer certifications**, completion of the National Fire Academy Executive Officer Program (EFO), **Chief Fire Officer Designation (CFOD) or other chief officer certifications are** desirable. Must possess a valid driver's license.

Material and equipment directly used:

Personal computer and various software programs, cell phones, **i-pad**, pager, portable/mobile 800 MHZ radio, laser printer, telephone, photocopier, calculator, fax machine, miscellaneous tools and equipment related to fire suppression/rescue activities.

Working conditions and physical requirements:

Work is generally performed in an office environment, however, the employee may occasionally be required to perform arduous tasks associated with firefighting, including run, push, pull, stoop, crawl, twist, grasp, kneel, climb and lift weight that could be in excess of one's own body weight. The employee is expected to remain calm during stressful and possibly life-threatening situations.

This job description is not designed to contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.

What qualities/characteristics are you looking for in a new Fire Chief?

1. **Personal Attributes: what type of Fire Chief are you looking for?**
2. **Key Initiatives for the new Fire Chief/LFRA?**
3. **Work Experience?**
4. **Education/Certifications/Training?**
5. **Other?**

Tentative Timeline:

03/01/2014	Stake holder meetings to develop profile
03/21/2014	Determine Search Techniques
04/01/2014	Advertise position
05/12/2014	Review Applications
06/02/2014	Written exercise sent to candidates
06/16/2014	Written exercise due to HR
07/07/2014	Schedule first interviews
08/01/2014	Schedule second interviews w/City Manager
09/01/2014	Offer made
10/01/2014	Hire date

Chief Mirowski's Perspective

1. Personal Attributes: what type of Fire Chief are you looking for?

One of the most important, fundamental questions related to selecting a new fire chief is determining the type of person you are looking for. This will most often be driven by the history, current culture and needs of the organization. Generally, this will break down into two categories:

- *The Change Agent* that will come into the organization and make the needed changes to fix organizational problems and get the organization to a place of effectiveness.

- *The Status Quo Leader* that will come into the organization in order to maintain the existing upward trajectory of the organization and bring about the needed additions and minor changes to keep the organization going in the current direction.

This is obviously a bit of an oversimplification of leaders and leadership, but in general, that is what we see in the fire service.

The important point in this question or discussion is this; "Are you pleased and satisfied that LFRA is going the right direction and the current plan is one that you want to stay with?" If so, the *Status Quo Leader* is your best option.

2. Key Initiatives for the new Fire Chief/LFRA?

I believe that one of the most important initiatives for the next Fire Chief will be the continuance and completion of the 2012 LFRA Strategic Plan (the Plan), and for the development of the Authority's next strategic plan.

Currently, all of the dimensions listed in Model 1 and Phase 1 and 2 of the Plan have been or will be completed or in place for completion by the end

of 2014. However, important (critical) dimensions within Phase 3 and 4 of the plan still remain. These would include building new fire station ten in the rural fire protection district for enhanced **west side** service and coverage to the entire fire authority area. This initiative would also require another successful mill levy, and perhaps a bond issue, for rural district voters to approve. The next Fire Chief will need to be capable and effective in developing and implementing (along with the rural district board) a cogent campaign strategy to ensure voter approval and funding for the upcoming initiatives. In addition to the key initiatives outlined within the Plan for Phase 3 and 4, other key items will include an expansion/improvement plan and funding for the LFRA training center, acquisition of property for the future fire station in south and east part of the fire authority's area, and expansion and growth of the Fire Authority as an organization in managing of **large capital purchases, facilities and personnel**; determining overall responsibility and authority of these areas.

Finally, the development of a new strategic plan will be a significant initiative in the next 2-3 years for LFRA. It generally takes several years to research, develop and implement a functional strategic plan. Although LFRA's plan was targeted for the years 2012-2020, the reality is the plan will need to be revised or replaced, in all probability, by the year 2018-2019. That would mean that a new plan should be started no later than 2016.

The new Fire Chief should have experience/ capabilities in all these areas.

3. Work Experience?

Work experience for the next Fire Chief will be an important factor for the Fire Authority Board to consider. The job description and application material will list empirical dimensions related to years of experience and at specific ranks and time in grade for those ranks. However, another important factor (maybe even more important) is the type of organizations the candidate has worked for/ in during their career and how those experiences equate to LFRA and how our organization operates.

A good example of how not to approach this can be seen in a regional Colorado department's recent choice of a fire chief candidate. The chosen candidate came in meeting all of the qualifications of the position; however all of the candidates experience was with a large, city-run, metropolitan department. This Chief's new organization was a fire authority with responsibilities of protecting city and rural district properties and had governance models the new chief was totally unfamiliar with. The results were not good for the new chief or the department. Are we going to require that the candidate have experience in a fire district or authority?

This story illustrates the importance of looking beyond the specifics of quantitative experience to also include qualitative experience. LFRA has very unique and challenging responsibilities for the next Fire Chief. 194 square miles of coverage, three governing bodies or governance models, an advisory commission and a population with a diverse cultural make-up that is distinctive relative to most fire departments.

The next Fire Chief for LFRA should have a proven track record in working successfully with not only a city council, but also a rural fire protection district, and ideally some experience or understanding of a fire authority. They should also have experience and a proven track record in managing numerous specialties in today's fire service; including operations in the wildland urban interface, specialized and technical rescues for both an urban and rural mountainous area and the challenges these present.

4. Education/Certifications/Training?

The education, certification and training requirements for the next LFRA Fire Chief will be another important dimension for the Fire Authority Board to consider. As in question one, there are generally two directions that the fire service has taken in past and current processes.

The first method of categorization by Knowledge, Skills and Abilities (KSA's) is to mandate a specific level of academic achievement, then list several advanced areas of "preferred" achievements. Generally, at least for today, that mandate is set at the Bachelor's degree level, with a Master's preferred, along with a certificate in the NFA's Executive Fire Officer Program (EFO) or the accredited Chief Fire Officer Designation (CFOD). There are other chief level certifications or licenses that are common, but these are the more mainstream for today.

The second method is to list a level in the job description/ announcement information that has the required and preferred levels listed above, with one additional statement; *"An equivalent combination of education and/or experience may substitute for the education requirement on a year-for-year basis."* This is a common example that is used.

Although I am an over-the top, zealot for education, and the achievement of advanced and graduate level degrees, I also see the fallacy of using this factor alone as defining factor for chief officer candidates. I know many fire officers that have achieved some of the highest level of advanced degrees and certifications and have never presented before a city council or district board. I also know chief fire officers that do not have a bachelor's degree that are expert's at running their fire departments and presenting to elected officials. The important point, as I see it, is not to eliminate a potentially great fire chief candidate because they are short of their college credits for an undergraduate degree; give yourselves the best options.

5. Other?

While there certainly are many "other" considerations for the selection of the next Fire Chief, I want to offer you one that will likely not be on anyone's standard "radar screen" but is an important consideration.

The City of Loveland and the Loveland Rural Fire Protection District has had a long and successful (for the most part) relationship; more than fifty years

in a contract relationship for fire protection for the rural district. However, there has also been somewhat of a “checkered” past that still, to this day, has impacts on the Fire Authority Board and the organization as it strives to move forward and go from Good to Great.

The divisiveness and rancor that occurred between the volunteers and the change to a full-paid department years ago created great strife within the organization. The net effect was an organization that lacked the needed unity to move forward and provide excellent service. Loveland fell way behind many of the regional departments and was not looked at (regionally) as an example of fire service excellence.

Although many years have passed since these inglorious days, vestiges of these issues remain. The new Fire Chief will need to be the kind of person that can understand and honor the past traditions of Loveland Fire and the Loveland Volunteer Fire Department Inc., with the determination that the past is the past and the organization must look to the future if the needed success and the goal of going from Good to Great will be realized. This kind of a person must be one of compassion, understanding and commitment. They must have a big picture view of the organization’s past and the positive impact the volunteers had on the Loveland community, at the same time, knowing that times have changed and the fire service today is a completely different model from the past. I heard this best explained by one of my Lieutenants, whose dad served as a Loveland volunteer and a paid engineer; “This is not my dad’s fire department anymore...”

Agenda Item Cover

Item No.: 4

Meeting Date: March 13, 2014

Prepared By: Renee Wheeler, Public Safety Administrative Director



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TITLE

A Public Hearing and Resolution Approving a Supplemental Budget to the 2014 Loveland Fire Rescue Authority Budget for Additional Funding from the City of Loveland and the Loveland Rural Fire Protection District from Remaining Funds for Projects Approved by not Completed in 2013 and New Projects

EXECUTIVE SUMMARY

This resolution would approve an increase to the 2014 LFRA operations budget of \$477,840 based on 2013 budget savings. The sources of funds are donations of \$5,290, a City 82% contribution of \$387,490, and a Loveland Rural Fire Protection District 18% contribution of \$85,060.

BACKGROUND

A memorandum is attached to review the year end budget performance and provide detail for each request. If the Board approves the supplemental appropriation, then it will be presented to the City of Loveland and the Loveland Rural Fire Protection District for approval in April. If both partner boards approve, the LFRA Board will consider a resolution to appropriate the supplemental budget on May 8, 2014.

STAFF RECOMMENDATION

Staff recommends approval of the resolution as written.

FINANCIAL/ECONOMIC IMPACTS

The resolution would add \$477,840 additional funding for necessary equipment and operational expenditures to advance the LFRA mission.

ASSOCIATED STRATEGIC 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

Memo
Resolution



Loveland Fire Rescue Authority
 410 East 5th Street
 Loveland, Colorado 80537
 (970) 962-2471 Fax (970) 962-2922 TDD (970) 663-5144
www.cityofloveland.org

Date: February 20, 2014

TO: Jeff Swanty, Loveland Fire Rescue Authority Board Chairperson
 Bill Cahill, City Manager
 Dave Legits, Loveland Rural Fire Protection District Board Chairperson
 Greg White, Loveland Rural Fire Protection District Administrator

FROM: Randy Mirowski, Fire Chief
 Renee Wheeler, PS Administrative Director

Cc: Brent Worthington, City Finance Director
 John Hartman, Budget Officer

RE: **Request to Appropriate 2013 Budget Savings in 2014 for Incomplete Projects and High Priority Needs**

The following table is used to calculate the amount of money that remains in the 2013 budget. The partner contributions have been excluded so that the calculation is limited to the revenue that LFRA is expected to generate and expenditure savings.

Calculation of Amount Available for Incomplete Projects/Equipment Purchases Operations Fund (604)			
Revenue Expected to be Generated by LFRA:			
Budget (less budgeted contributions by City and Rural District)	\$174,380		
Revenue Collected (less actual contributions by City and Rural District)	290,675		
Actual Collected in Excess of Budget (excluding partner contributions)			\$116,295
Expenditures:			
Budget	10,489,010		
Actual	10,056,848		
Allowance for 12/31/13 transaction postings through the end February	20,000		
Budget Exceeds Actual			\$412,162
Total Available for Incomplete Projects			\$528,457
Requests			\$472,550

Summary of Requests

LFRA Operations Fund

Carryover

Several projects that were planned for 2013 budget that were unable to be completed due to our efforts being diverted to respond to the flood or due to partners outside of our organization that had limitations. The table below is the listing of carryover requests. The Exhibit that follows the memorandum provides detailed descriptions of each of the requests.

Description of Request	Operations Fund (604)
Requests:	
Purchase Order for items not received at year end (PO 13-1149 Firecom)	\$7,450
Incomplete Technology Projects	56,450
Reserve Firefighter Pension Program Assessment	7,500
Vehicle Maintenance	73,500
EMPG Grant (received grant at the end of the year)	43,000
Peer Support Program	56,000
Emergency Operations Center Modifications	69,650
Retirement	28,200
Overtime in Community Safety Division	15,000
Firefighter Protective gear	28,800
Station 2 (Compressor & Equip)	40,000
Facilities Maintenance Projects	20,000
Appraisals and Other Professional Services for Property Transactions	15,000
Plow controls and attachments	1,500
Extension of Part Time Assistance with Permitting	5,500
Summer Intern for Records Management	5,000
Difference between funds available and requests	\$472,550
Operations Budget: City Share	\$387,490
Operations Budget: Rural District Share	\$85,060

The items highlighted in the table above have a \$135,000, or 1.2% of the 2015 estimated budget, impact on future year budgets. This will need to be taken into consideration in the update of the ten year financial plan. It will be our objective to revise estimates to absorb these expenditures.

Supplemental Request

LFRA would like to appropriate donations to purchase 250 smoke and 100 carbon monoxide detectors for a total of \$5,290. There are no restrictions that have been placed on the use of the donations collected to date. The donations balance currently is \$8,876.07 and after this appropriation will be \$3,586.07.

- Revenue 604-22-223-1651-35305 \$5,290
- Expenditure 604-22-223-1651-42078 \$5,290

FUND 264 City Capital Expansion Fee Fund

Carryover

The budget remaining at year end is \$2,684,453.11. The anticipated balance (with the Belford Watkins purchase order subtracted out) was already re-appropriated when the construction contract was approved. The Belford Watkins purchase order (PO 13-0133) that had a balance and was rolled over into 2014 for Belford Watkins. The balance was \$48,242.83 that needs to be re-appropriated.

- 264-22-222-0000-49355 Design/Architect 48,250

Supplemental Request

LFRA is requesting an appropriation of \$740,000 to purchase property to the west of the Training Center. The City has an express interest in a \$740,000 property that would enhance our LFRA training center. It includes 4 acres of ground, a 6,000 sq. ft. building and two other buildings at 1500 and 1000 sq. ft. This allows for development of the LFRA training center out of the flood way. It has a great access off Railroad Avenue and a rail spur is included.

- 264-22-222-0000-49010 Land

Exhibit: Carryover Request Descriptions/Justifications

Title of Request:	Purchase Orders Outstanding at Year End	Amount of the Request:	\$7,450
Description/Justification:			
Valid purchase order balances at the end of the year where the order for a variety of reasons was not received by December 31, 2013.			
FireCom PO 13-1149 for 5200D Digital Intercom 2 Radios and 110-5136-30 MR-52X, Motorola, 4 foot cable			
Account Number	Account Title	Amount by Acct No.	
604-22-226-1641-42033	Tools & Equip in Communications	\$7,450	

Title of Request:	Technology	Amount of the Request:	\$56,450
Description/Justification:			
<u>Training Center Fiber : Project Cost \$5,000</u>			
<p>\$40,000 was budgeted in 2013 to improve information transmission and allow for video conferencing training in 2013; however, the boring was significantly more expensive than anticipated making the fiber solution cost prohibitive. An alternate solution was developed at the end of the year using a roofline tower on the RMCIT campus building to provide microwave radio signal service from that location to the LFRA Fire Training Center. A ten year lease was signed for access to the RMCIT roof and equipment will need to be purchased and installed.</p>			
<u>WIFI Installation at Stations 3, 5, & Training Center: Project Cost \$2,000</u>			
<p>WIFI installed will allow for mobile devices (phones and tablets) to be connected to the internet with effective performance strength. In addition, the effort to move towards mobile field reporting will require the use of WIFI to download program data from wireless only devices when those devices are in fire stations. The effort to enhance virtual connectivity for meetings and trainings via the internet will require the use of hardware that connects to the internet wirelessly. Virtual Tele-Conferencing (VTC) will increase connectivity at reduced cost and maximized system coverage for trainings and meetings. Last, emerging technologies in many aspects of the fire service are equipping devices with WIFI connectivity to maximize efficiency with software updates, data downloads and equipment troubleshooting.</p>			
<u>Station 5 Fiber: Project Cost \$8,000</u>			
<p>This project is associated with a grant the Public Works Department received and is subject to that projects construction schedule. Also, during the year it was also discovered by IT that additional equipment would need to be installed within their infrastructure to make the solution operable. They did not have the funds available to purchase that equipment and it had to be deferred to the next budget.</p>			

System Status Screens for all stations: Project cost \$8,600

The screens allow for:

1. Response Readiness Enhancement – These status screens can provide instant alerts as soon as the first key stroke is entered into CAD, in some cases prior to the pre-alert by 15-60 seconds. By having these in each station, we can use the audio from the systems and feed it into our station alerting systems.
2. Silent Dispatching Configuration – Silent dispatching is a prevalent tool used to reduce workload in the dispatch center. Low priority calls could be initiated by the dispatch center but not ‘toned’ like an emergency would be. With status screens in the stations and the BC office, a non-emergent service call can be assigned to the incident cue, and can be self-assigned to a company when appropriate.
3. Improved System Status Management - During heavy call volume, non-emergent responses wait in the cue for available apparatus (fire companies) to address.
4. Implementation of call handling procedures across the system.
5. Purchase of a Tri-Tech CAD software license for each location to ensure legal compliance.

Presentation Projectors: Project cost \$ 3,500

The projectors allow for:

1. Service enhancement to technology for classroom presentations and future Virtual Training System environments
2. Wireless capability for WIFI connection to handheld devices for presentations
3. HDMI capability for enhanced connectivity to wired devices (HDMI is a digital replacement for existing analog video standards.)
4. Enhanced lumen performance – brighter screens for large room presentations and rooms with ambient light challenges
5. Establishing a replacement schedule for all current projectors within the financial plan.

Plans Scanner: Project Cost \$8,000

The existing construction plans scanner has been sitting inoperable for at least three years because there has not been budget money available for replacement. Consequently, plans have not been scanned. There is another plans scanner at City Hall, however, there isn't staff available to perform the scanning function off-site. The carryover request has been included for a summer intern to address the backlog.

ETI Mobile Licenses: Project Cost \$1,500

Activate three licenses on a Business Inspections laptop, an Engine laptop and a Fire Investigations laptop to build electronic information necessary for pre-plans that enable effective emergency response. A preplan includes information like utilities shut offs, fire alarm panel location, knox box location, roof construction, hazardous materials risks, and other information specific to the property.

ETI Pre-Plan Pop Up Module: Project Cost \$4,100

Once the Community Safety staff gather important information (i.e, fire sprinkler system drawings, hazardous materials information), however that information is not available electronically on scene. This module makes that possible at assist with safer, more efficient and more effective response.

Hot Standby Server Upgrade: LFRA Estimated Share of the Project Cost \$15,750

This is a server that LFRA partnered with the Police Department to purchase in 2012. It serves in a backup capacity for the Computer Aided Dispatch. There is a need to upgrade it to an off-site, fully redundant production server that is capable of taking over upon CAD server failure or outage at the Police Department. There are several considerations related to interface options and other setup options that are being evaluated. The estimated cost for the full upgrade would be \$63,000 and there are four partners that would need to share in that cost (LFRA is of course one of those partners.).

Account Number	Account Title	Amount by Acct No.
604-22-226-1646-42015	Computer Equip (<\$5k/unit)	\$24,700
604-22-226-1646-48248	Computer Equip (>\$5k/unit)	\$31,750

Title of Request:	Reserve Firefighter Pension Program Assessment	Amount of the Request:	\$7,500
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Description/Justification:

The LFRA Board received information from Moses Garcia, Assistant City Attorney, from Innovest and the Board agreed to proceed.

Assistance with freezing the existing defined benefit plan \$2,500

- Determining the type of freeze, adopting the necessary amendments, meeting disclosure requirements, investment considerations of freezing a plan, and defining on-going responsibilities.

Assistance with establishing a LOSAP Defined Contribution Plan \$5,000

- Adoption of enabling resolution, plan design, plan documents, plan provider, and plan investments.

Account Number	Account Title	Amount by Acct No.
604-22-227-1601-43899	Other Services in Administration	\$7,500

Title of Request:	Vehicle Maintenance	Amount of the Request:	\$73,500
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Description/Justification:

Fleet Maintenance has notified us that maintenance (including fuel) was not added to the 2014 budget for the vehicles and apparatus purchased in 2013 (BC Command Vehicle-Chevy 2500, Other Command Vehicle-Chevy Tahoe, Type 6-Ford Brush Truck, Squad 2/Heavy Rescue Truck-Spartan/SVI). \$70,000

We are also finishing up the logo replacement for Tender 1 (logo only), Tender 5 (logo only), Engine 226 (lettering only-no logo on this truck), 4 staff vehicles, and the van. \$3,500

Account Number	Account Title	Amount by Acct No.
604-22-226-1647-43534	Vehicle & Equip. Maint.-Internal Service	\$70,000
604-22-226-1647-43899	Other Services – Vehicles & Apparatus	\$3,500

Title of Request:	EMPG Grant	Amount of the Request:	\$43,000
Description/Justification:			
The Emergency Management and Performance Grant was received at the end of the year. We did not budget for the receipt of this grant. Capt. Pat Mialy has identified the needs as follows:			
<ul style="list-style-type: none"> ▪ Mobile Command Vehicle (MCV) - \$6,050 <ul style="list-style-type: none"> ○ ARES needs technological upgrades to meet the increased demands for multiple and simultaneous back up communications between the field and the EOC. These funds are to build an ARES workstation in the cab and move the associated cables and radios; and, to upgrade and/or add equipment to increase the MCVs overall effectiveness during field deployment as a mobile communications center and as an incident command vehicle. 			
	Radios & headsets	1,150	
	Workstation in Cab	3,600	
	Whiteboard materials	1,200	
	Misc. supplies	100	
<ul style="list-style-type: none"> ▪ Backup Emergency Communications - \$900 <ul style="list-style-type: none"> ○ ARES needs technological upgrades to meet the increased demands for multiple and simultaneous back up communications between the field and the EOC. An increase in local capacity is needed to build out our backup emergency communications as a redundancy for field-based and EOC 911 communications. These funds are to purchase equipment for ARES to build local capacity. 			
	Software	50	
	Radio cases	275	
	Headset	60	
	Shelving	240	
	Dedicated printer	275	
<ul style="list-style-type: none"> ▪ Repairs to 1610 am radio - \$16,500 <ul style="list-style-type: none"> ○ The 1610 am radio is one of the primary means for making community emergency notifications. The radio system and equipment is not functioning correctly due to multiple problems. These funds are to make repairs and/or enhancements to the radio system and to move to a less-crowded area of the am frequency. 			
	Move to 530am	15,000	
	Switch servicing	1,000	
	Simulcast on website	500	

▪ Repairs to emergency flashing signs - **\$12,500**

- The system is not reliable in its current condition due to multiple known issues. These funds are to make repairs and/or enhancements to the system. On Feb 3, 2014 the flashing sign located on North Wilson Avenue was hit by a vehicle and is in need of replacement and associated repairs. These funds will replace a destroyed flashing sign assembly.

Replace Wilson Ave sign	3,000
New Westbound sign for W Hwy 34	9,000
Batteries	500

▪ Training and Exercises - **\$7,050**

- The 2013 Flood Improvement identifies the need for multiple, on-going training and exercises to be provided city-wide. A contractor will need to be hired to develop and facilitate several Emergency Operations Center functional exercises. These funds are to retain the services of and Exercise Consultant and to pay for exercise materials and supplies.

Other needs that will be requested in the 2015 budget development process (not included in this request):

- 20 X 20 Shelter Tent for extended deployments \$10,000
- Satellite Transmitter \$60,000

Account Number	Account Title	Amount by Acct No.
604-22-227-1600-42033	Tools and Equip (everything else)	\$10,500
604-22-227-1600-43899	Other Services (repairs to am station, training exercises consultant)	\$23,500
604-22-227-1600-49399	Other Capital (Hwy 34 sign)	\$9,000

Title of Request:	Peer Support	Amount of the Request:	\$56,000
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Description/Justification:

LFRA is collaborating with the Police Department to provide Public Safety employees with a Peer Support Program. The nature of the work exposes our employees to traumatic incidents. We would like to provide a support system guided by a licensed mental health professional, with a trained group of employees that will serve as Peer Support Team. See the issue paper attached for details about how this program would be developed.

Initial PEER team startup cost estimate for 2014:

Initial Class fee: \$2,000.00
 Initial class overtime: \$8,634.40
 Team Training 30 hours for 4 members: \$5,865.60
 Clinical Supervisor fee: \$30,000.00-\$35,000.00

Retainer Fee - \$500.00/month for 9 months - \$4,500.00

Total: \$56,000.00 worst case scenario not including call outs

Recurring cost for 2015 and beyond:

Clinical Supervisor fee: \$45,000.00 annually

Add 2 more Team members: \$2000.00 2015 only

Class overtime for 2 new team members: \$3,910.40

36hrs team training for 6 members: \$10,558.08

Team Call outs 2 members minimum: \$48.88/hour based on need

Total for 2015: \$55,186.40 not including call outs

Total for 2016 and beyond: \$61,468.48, excluding call outs, inflated annually

Account Number	Account Title	Amount by Acct No.
604-22-224-1639-41021 FRSUPS	OT	\$14,500
604-22-224-1639-43899 FRSUPS	Other Services	\$39,500
604-22-224-1639-43270 FRSUPS	Travel & Training	\$2,000

Title of Request:	Emerg. Oprs. Center Modifications	Amount of the Request:	\$69,650
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Description/Justification:

- Emergency Operations Center (EOC) - **\$64,650**
 - The current configuration of the EOC is optimally effective based on functional and communication challenges identified during multiple EOC activations. These funds are to purchase equipment, make technology upgrades, and for sub-contractor services to address multiple functional and communication needs.

3 Mobile radios & antennas	16,000
3 headsets	3,000
1 large screen TV	1,000
Move cable box & service for 2 TVs	200
8 large monitors or 8 medium TVs	3,750
8 brackets	950
Electrician for EOC, cable runs & drops	10,000
Plexiglas and hooks	350
Smart board	8,000
4 medium white boards	400
8 Selector switches	2,000
4 PCs	9,000
Replace tower antenna	10,000

▪ Recovery Plan - **\$5,000**

- The City of Loveland does not have a Recovery Plan. These funds are to serve as the 25% match for the Hazard Mitigation Grant Program or MAP grant (State grants) to have this document written.

Account Number	Account Title	Amount by Acct No.
604-22-227-1600-43899	Other Services (electrician & recovery plan)	\$15,000
604-22-227-1600-42033	Tools and Equipment	\$11,650
604-22-227-1600-42015	Computer Equipment	\$9,000
604-22-227-1600-49399	Other Capital (antennas, smart board, tower antenna)	\$34,000

Title of Request:	Retirement	Amount of the Request:	\$28,200
Description/Justification:			
When the Chief retires LFRA will be responsible for paying all accumulated balances and we would like to hold a retirement event			
Account Number	Account Title	Amount by Acct No.	
604-22-227-1601-41011	Salaries	\$24,200	
604-22-227-1601-43895	Awards & Recognition	\$4,000	

Title of Request:	Overtime in Community Safety Division	Amount of the Request:	\$15,000
Description/Justification:			
The Division Chief is implementing a program that will save money in the long run but initially will require overtime dollars for additional training. The objective is to train enough engineer level staff members for fire investigation so that function can be performed while on duty for most fires, rather than call an off duty investigator in on overtime.			
Account Number	Account Title	Amount by Acct No.	
604-22-223-1651-41021	Overtime	\$15,000	

Title of Request:	Firefighter Protective Gear	Amount of the Request:	\$28,800
Description/Justification:			
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 and be able to respond to violent incidents with greater safety. Work has begun in 2014 to improve our operations together and build an even stronger emergency services network for our citizens in Loveland.			
The funding is to ensure that all engines (9) are outfitted for active shooter protocols. Instead of outfitting each firefighter, the objective is to outfit each seat in the engine. The equipment would include a helmet, vest, armor, and personnel EMS kit. The Police Department has agreed to assist with			

this effort and some team members already have gear (reducing a \$40,000 project to \$28,800).
Firefighter safety is a fundamental element of the 4th pillar of success (Human Resource Assets).

Account Number	Account Title	Amount by Acct No.
604-22-225-1608-42025	Uniforms	\$28,800

Title of Request: New Station 2 Equipment **Amount of the Request:** \$40,000

Description/Justification:

The air compressor had to be value engineered out of the construction project cost but is deemed important to operations. That cost is expected to be \$35,000. The construction budget also only has \$250 for fitness equipment to add to the current Station 2 equipment. However, the current Station 2 workout room is essentially a large janitorial closet (to create a visual) and the rowing machine has to be stored up right and pulled out of the room to be used. The new Station 2 will be staffed with an additional crew as well. Therefore the balance of \$5,000 is for fitness equipment. LFRA has a standing deal with the Recreation Department that as they are retiring their "cardio" equipment, Fire and Police get the first opportunity to buy it. LFRA has purchased a treadmill from them for \$1,800 for instance.

Account Number	Account Title	Amount by Acct No.
604-22-224-1605-42024 FRSUPF	Fitness Equip	\$5,000
604-22-226-1644-49399	Compressor	\$35,000

Title of Request: Facilities Maintenance Projects **Amount of the Request:** \$20,000

Description/Justification:

Chief Ward and the City's Facilities Manager surveyed the building maintenance status of all the stations in 2013 to create a plan for projects through 2018. The following projects were identified as necessary for completion in 2013 and 2014:

- Station 3 truck room paint \$8,000
- Station 3 dorm room privacy dividers \$12,000 (also identified as an issue by the Facilities Master Plan consultants)
- Station 5 carpet in the living areas \$12,000

Facilities has agreed to fund the Station 5 carpet out of their project budget. This request is for the Station 3 Dorm room privacy dividers and truck room paint.

Account Number	Account Title	Amount by Acct No.
604-22-224-0000-43569	Repair and Maint	\$20,000

Title of Request: Property Purchase Professional Services **Amount of the Request:** \$15,000

Description/Justification:

This request is included to ensure that LFRA has sufficient funds to cover the cost of appraisals, surveys, title searches and other professional services associated with the transition of the Old Station 2 and the purchase of the training center property.

Account Number	Account Title	Amount by Acct No.
604-22-227-1601-43899	Other Services	\$15,000

Title of Request:	Plow Controls and Attachments	Amount of the Request:	\$1,500
Description/Justification:			
<p>A need was identified related to snow removal at the existing training center. We priced out both purchasing a plow for the front of the Training Battalion Chief's vehicle and the cost of contract snow removal. The plow and the related equipment to mount it is estimated to be \$7,600. The snow removal contract estimate was based on the amount of snow fall per snow event (1.5"-3" \$210, 3" - 6" \$350 and 6" or more is billed at an hourly rate of \$105/hour). However, we discovered that the City has a plow we could use. We just need to purchase and install the controls and the attachment, which is estimated to cost \$1,500. Fleet can perform the installation.</p>			
Account Number	Account Title	Amount by Acct No.	
604-22-226-1647-42033	Tools and Equip	\$1,500	

Title of Request:	Extension of Part Time Permit Assistance	Amount of the Request:	\$5,500
Description/Justification:			
<p>The original plan was to phase out the need for part time assistance with permit review assistance. However, the building activity has been increasing and the feasibility of phasing out the assistance doesn't appear reasonable if the current level of service is to be maintained. Frankly it is likely cheaper to retain the part time assistance than it is to pay overtime for existing staff to perform that function.</p>			
Account Number	Account Title	Amount by Acct No.	
604-22-223-1654-41012	Non-benefited salaries	\$5,100	
604-22-223-1654-41544	FICA	\$400	

Title of Request:	Summer Intern for Records Management	Amount of the Request:	\$5,000
Description/Justification:			
<p>There are an estimated 1,555 files (building files, planning and zoning files, Centerra files, school files, Johnstown files, fire alarm and fire sprinkler plans, and Juvenile Fire Setting files) that need to be reviewed for compliance with the records retention schedule. Existing staff have not been able to make time available to performance this function. The files would have to be verified for retention regulations, and records that must be retained would need to be scanned and indexed. Records that can be destroyed must be logged and then destroyed. This is a great opportunity to provide a summer job.</p>			
Account Number	Account Title	Amount by Acct No.	
604-22-227-1601-41012	Non-benefited salaries	\$4,650	
604-22-227-1601-41544	FICA	\$350	

RESOLUTION NO. R-032

A RESOLUTION APPROVING A SUPPLEMENTAL BUDGET TO THE 2014 LOVELAND FIRE RESCUE AUTHORITY BUDGET FOR ADDITIONAL FUNDING FROM THE CITY OF LOVELAND AND FROM LOVELAND RURAL FIRE PROTECTION DISTRICT FROM REMAINING FUNDS FOR PROJECTS APPROVED BUT NOT COMPLETED IN 2013 AND NEW PROJECTS

WHEREAS, the City's 2013 budget included appropriations for projects not completed or closed out by the end of 2013, when the 2013 budget appropriations expired in accordance with the City of Loveland Charter and state law, requiring reappropriation in 2014 to permit expenditure of such funds to continue with respect to ongoing projects; and

WHEREAS, the Rural District's 2014 budget included appropriations for contingency, and approval of specific expenditure in 2014 with respect to ongoing projects; and

WHEREAS, the City and the Rural District have also received or have reserved funds not anticipated or appropriated at the time of the adoption of the City budget for 2013; and

WHEREAS, the City Council desires to authorize the expenditure of these funds by enacting a supplemental budget and appropriation to the City budget for 2014, as authorized by Section 11-6(a) of the Loveland City Charter; and

WHEREAS, the Rural District Board desires to authorize the expenditure of these funds by enacting a supplemental budget and appropriation to the Rural District budget for 2014, as authorized by state law; and

WHEREAS, the Authority has requested that City and Rural District reserve funds be appropriated to fund the operations expenditures identified below, according to the provisions of the Intergovernmental Agreement creating the Authority, which provide for allocating the payment of costs and expenses of the Authority between the City at 82% and the Loveland Rural Fire Protection District at 18%; and

WHEREAS, the Loveland Fire Rescue Authority Board desires to authorize the expenditure of these funds from the City of Loveland and the Loveland Rural Fire Protection District for operating expenditures in 2014 as identified below.

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

Section 1. That additional funds from donations of \$5,290, the City of Loveland at \$387,490 and the Loveland Rural Fire Protection District at \$85,060 not appropriated at the time of adoption of the budget for 2014 have resulted from expenditures that were budgeted in the 2013 budget but not made. Reappropriation of \$477,840 is necessary to permit expenditure of the funds in 2014 for purposes previously approved by Council and the Rural Board and new projects. The spending agencies and funds that shall be spending the monies supplementally budgeted and appropriated are as follows:

2013 Rollover/Carryover Money

Account Title	Account Number	Amount	Description
Sources of Funds:			
Contribution from the City	604-22-227-1601-38600	\$387,490	82% of the operations fund; reappropriated 2013 \$'s
Contribution from the Rural District	604-22-227-1601-32402	85,060	18% of the operations fund; approved use of contingency appropriated in 2014 Budget
Donations	604-22-223-1651-35305	5,290	Donations to be applied to smoke & CO detectors
Total Resources		\$477,840	

Uses of Funds:			
Tools & Equip/Comm.	604-22-226-1641-42033	7,450	Outstanding purchase order for radios
Computer Supplies	604-22-226-1646-42015	24,700	Technology projects
Computer Equip	604-22-226-1646-48248	31,750	Technology projects
Other Services	604-22-227-1601-43899	7,500	Reserve Firefighter Pension Program Assessment
Vehicle Maint-Internal Services	604-22-226-1647-43534	70,000	Maint on vehicles added to the fleet in 2013 not included in the 2014 budget
Other Services	604-22-226-1647-43899	3,500	Complete the logo replacement for vehicles
Tools & Equip-EM	604-22-227-1600-42033	10,500	Emergency Management Grant
Other Services-EM	604-22-227-1600-43899	23,500	Emergency Management Grant
Other Capital - EM	604-22-227-1600-49399	9,000	Emergency Management Grant
OT-Peer Support	604-22-224-1639-41022 FRSUPS	14,500	Peer Support Program
Other Services-Peer Support	604-22-224-1639-43899 FRSUPS	39,500	Peer Support Program
Travel & Training-Peer Support	604-22-224-1639-43270 FRSUPS	2,000	Peer Support Program
Other Services-EM	604-22-227-1600-43899	15,000	Emergency Operations Center-Modifications
Tools & Equip-EM	604-22-227-1600-42033	11,650	Emergency Operations Center-Modifications
Computer Equip-EM	604-22-227-1600-42015	9,000	Emergency Operations Center-Modifications
Other Capital - EM	604-22-227-1600-49399	34,000	Emergency Operations Center-Modifications
Salaries	604-22-227-1601-41011	24,200	Retirement
Awards/Recognition	604-22-227-1601-43895	4,000	Retirement
OT-CSD	604-22-223-1651-41021	15,000	OT to train up FIT's on shift
Uniforms	604-22-225-1608-42025	28,800	Firefighter protective gear
Fitness Equip	604-22-224-1605-42024 FRSUPF	5,000	Fitness equipment for new crew at new Stat 2
Other Capital	604-22-224-1605-49399	35,000	Compressor that was value engineered out of St 2
Repair & Maint	604-22-224-0000-43569	20,000	Stat 3 dorm privacy dividers and truck room paint
Other Services	604-22-227-1601-43899	15,000	Property purchase professional services
Tools & Equip	604-22-226-1647-42033	1,500	Training BC vehicle to mount snow plow
Non-Benefit Salary	604-22-223-1654-41012	5,100	Part Time assistance with permits
FICA	604-22-223-1654-41544	400	Part Time assistance with permits
Non-Benefit Salary	604-22-227-1601-41012	4,650	Record Mgmt Summer Intern
FICA	604-22-227-1601-41544	350	Record Mgmt Summer Intern
Prog. Supplies	604-22-223-1651-42078	5,290	
Total Uses of Funds:		\$477,840	

Section 2. That as provided in Article IV: Section 4.1 of the Intergovernmental agreement for the Establishment and Operation of the Loveland Fire Rescue Authority as a Separate Governmental Entity, 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 March, 2014.

Jeffrey M. Swanty, Chairperson

ATTEST:

Secretary

Approved as to form:



Teresa Ablao
Assistant City Attorney

Agenda Item Cover

Item No.: 5

Meeting Date: March 13, 2014

Prepared By: Renee Wheeler, Public Safety Administrative Director



TITLE

Vision Tour 2014 Presentation

EXECUTIVE SUMMARY

Each year the Chief presents a *Vision Tour* to all governing partners, advisory boards, and all LFRA staff members. The presentation highlights 2013 major achievements and the goals for 2014.

BACKGROUND

The objective is to ensure that achievements are celebrated and that the goals for 2014 are communicated to guide priorities in 2014. It is simply a communication tool to ensure all interested parties are receiving the same information and that there is clear vision for the 2014.

STAFF RECOMMENDATION

N/A – Information only

FINANCIAL/ECONOMIC IMPACTS

N/A

ASSOCIATED STRATEGIC GOALS

Deliver cost effective services

ATTACHMENTS

Presentation slides



Introduction

- Welcome to: Vision Tour 2014

*Our goal for this presentation today, as with all Vision Tours, is to provide you with **information**:*

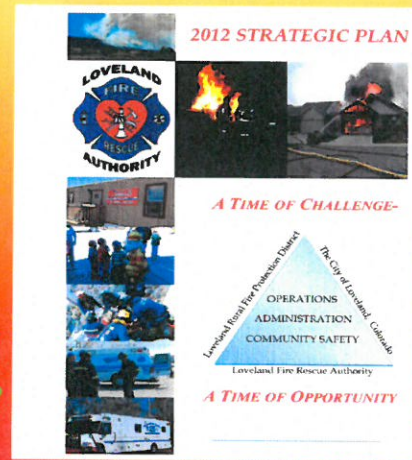
- Information about past accomplishments
- Information about future goals
- Information about our future vision and what it will take for LFRA to truly go from *Good to Great and Build this to Last ...*

This presentation is all about you being informed and aware of where we are going, why we are going that way and what we expect the outcomes to be...

Vision Tour 2014

*We are in a great place
within our Strategic Plan
and our future looks
VERY bright:*

*Do you know the Phase we
are now in and what we will
likely accomplish this year???*



*Renee will provide the update this year for what we
accomplished within the Strategic Plan in 2013 and
what the Plan calls for in 2014*

Vision Tour 2014

Renee- Administration



BASIC SERVICES MODEL

Progress in excess of expectations

Strategic Plan Achievements				
Page 5 in the Strategic Plan; High Priority in Blue and Intermediate Priority in Green		COST	2012/13	2014 2015
Phase I 2012-2013				
Add 6 FT firefighters for Engine 6 & Truck 6	\$ 426,777*	✓		
Add funding for part-time paid F/F program	\$ 70,420*	✓		
Add Public Safety Admin Director position	\$ 130,000*	✓		
Add 1 Lieutenant position to CSD	\$ 106,140*	✓		
TOTAL Increase for O&M for Phase 1	\$ 733,337	✓		
Expand Station 6	\$ 930,000	✓		
Purchase new fire engine	\$ 483,000	✓		
TOTAL Capital \$ for Phase 1	\$1,413,000			
Phase II 2014 - 2015				
Add 6 FT positions for new Heavy Rescue Squad 2 (3 Lieutenants and 3 Engineers)	\$ 694,389*		Sept start dates	
TOTAL Increase for O&M for Phase 2	\$ 694,389			
Construct new Station 2	\$2,900,000* *	land purchased	October Opening	
Purchase new Heavy Rescue Squad	\$ 500,000	✓		
Replace Aerial Tower	\$1,200,000		\$1.48M; Contract to Council in Feb	
Refurbish 2000 Smeal Aerial Ladder (Reserve)	\$ 475,000			
TOTAL Capital \$ for Phase 2	\$5,075,000			

And...Funding of Other Org. Needs

(pages 93 & 94 of the Strategic Plan)

2013 Accomplishments

- 2013 Type 6 Engine \$110,000
- 2013 Plans Reviewer \$71,000 (net cost)
- 2013 BC Command Vehicle \$75,000



2013 Additional Funding with a Safety Focus: Right People with the Right Equipment

- \$14.1 Total Revised Budget
- \$1.7 million expenditures for Equipment and Station Improvements
- \$572,000 in OT and Extra Pay (10% pay in excess of base pay)
- \$50,000 in Outside Training (does not include backfill and internal training hours)
- \$118,000 Uniforms and Turnout Gear
- Just over half a million dollars for Flood Response and Recovery
- Pay Plan Revisions



Outside Funding Requests

- \$1.4 Million in Federal Grant Applications in process...
 - SAFER Grant Submitted for Reserve Recruitment and Retention \$956,255
 - Assistance to Firefighters Grant Submitted for Type 3 Engine \$436,740



Vision Tour 2014

- **Any Questions regarding the Basic Services Plan and the phased-in process or numbers attached ???**



Vision Tour 2014

Ned- Community Safety Division-

2013 The year in review: *CSD has now been in effect for more than Four Years with many accomplishments...*

- ***The first Fire Inspection Technician rotated to an Engineer position Jan 1st of 2013***
- ***Awarded Lauren Project grant for smoke and CO Installations (thank you all for your help!)***
- ***Received consent approval for a rotational Lt. position in CSD.***
- ***Development of the Engine Co. Safety Visit program.***
- ***Received approval to hire a Civilian Plan Reviewer***
- ***CSD Retreat to talk about the direction of the division***
- ***CSD presentation to Operations sharing what the division does and the variety of assignments***

Vision Tour 2014


Ned- Community Safety Division-

2014 The New Horizon:

- *Continued changes to the Development Review Team and LFRA role and responsibility*
- *Implement the Fire Safety Visit program*
- *Blue Card for CSD Officers*
- *Captain Mialy reassignment to full time EM*
- *Redistribution of workload/assignments within CSD*
- *Pilot classes for Fire Investigation*
- *Refocus on code enforcement and work with the Building and Planning Dept.'s in the city*
- *Residential Sprinklers and Steering Committee*

Vision Tour 2014

Ned - Community Safety Division-



More...

- *Develop direction to ensure we are meeting the Strategic Plan and the needs of the community*
- *Continue to work on relationships with Ops****
- *Redefine the role of CSD at structure fires and provide response and assistance*
- *Develop an internal fire code class for Ops to prepare FIT's and help Officers understand IFC*

Questions or comments that you have about the CSD and the direction that we are heading with LFRA?

Vision Tour 2014

Greg- Operations Division-

Historical Perspective for 2013:

- *Regional Blue Card Training*
- *Type 6 Engine, BC vehicle & Heavy Rescue* (Impact)
- *PPA training*
- *4 Rs*
- *Wildland deployment – Black Forest Fire*
- *Ward Building Fire*
- *Flood Response*
- *Strengthening auto/mutual aid*

Greg - Operations Division-

- **Key Emphasis for 2014:**
 - *Promotional process and FF process*
 - *Part time FF hiring*
 - *New shifts*
 - *August training month for promotions*
 - *Response plan changes*
 - *New Company in service September 2nd*
 - *Intelligent FF training program*
 - *Uniform changes and upgrades*
 - *Facility updates for Stations 3 and 5*

Vision Tour 2014

Greg - Operations Division-

Large Capital / Apparatus:

- Aerial Tower
- Current Truck 6 refurb
- ARFF Truck
- Staff vehicle for Battalion Chief

These additions will have a real impact on our ability to provide **enhanced citizen service** and **improved firefighter safety...**

Vision Tour 2014

Greg - Operations Division-



Questions or comments that you have about the Operations Division and the direction that we are heading???

Randy: Good to Great and Progress Report- 2013/ 2014

- **Internal** areas we needed to address in 2013/14 to deal with the needs of our greatest asset; ***Our Personnel (4th Pillar)***

- *Mission, Vision and Values*
- *Policies and Procedures*
- *Rules and Regulations*
- *Organizational Values*
- *Personnel Development*
- *Pay Plan and Benefits*
- *Cultural Philosophy ----- ("The LFRA Way...")*

Not all of these will/ have require a complete rebuild

and there will be others...

Good to Great Progress- Internally



- **In 2013 we went to work on the most timely and important issues within LFRA and the City:**
 - **Performance Review System ***
 - **Pay Plan and Merit Pay System ***
 - **Reviewed our Mission, Vision and Values**
 - **Peer Support System**
 - **Personnel Development Tuition Reimburse.**
 - **Leadership Training**
 - **3 Core Documents**

Commitment, Compassion & Courage

Good to Great Progress- Internally



- **2013 we went to work on...**

- Three Core Documents-

- * *In 2013 we began the process of assigning team and developing the plans for construction of:*

- **LFRA ICS Blue Card Procedures-** (DC Ward/ Ops)
- **LFRA Way-** (DC Ward and DC Sparks)
- **LFRA Personnel Rules & Regs-** (Renee and Chief)

**We will spend a good portion of 2014 in the development of these documents-
(Important point...)**

Commitment. Compassion & Courage

Good to Great



Progress Report Externally:

New Fire Station Two: 3070 W. 29th St Loveland, CO



This station & the new Squad are the cornerstones for Model 1, Phase 2; there will be other changes in 2014...

Commitment. Compassion & Courage

Other Changes in 2014- Externally



- Emergency Management now a part of Administration under the Fire Chief-
- Evaluating the Accreditation process for LFRA-
- Priority Based Budgeting for 2015-
- Fire Authority Transition Process-
- Conceptual Work on Fire Station 10-
- Development: New plan for Training Center-
- Another look/ evaluation of LFRA by ISO-
- *Selection process for a new leader for LFRA-*

*And, there
will be
more...*

Closing

- *Over the last several years, together, we have done a great job of improving our department and moving closer to greatness...*

In 2011 LFR was underfunded, understaffed and behind our comparison departments by nearly 30% in the critical dimensions-

In 2014 we have improved funding, staffing & our service levels we provide our citizens- yet we are still behind our comparison departments by about 16% in those same critical dimensions-

We have come along ways, but there is still much more to do...

Closing

- Thanks for attending: Vision Tour 2014

Our goal for this presentation today was to provide you with information:

- Information about 2013 accomplishments
- Information about the future goals- 2014
- Information about changes and direction

We hope we have provided some useful information to you and that you are more aware of where we are going, why we are going that way and what we expect the outcomes to be-

(that was our goal...)

Questions and Comments

Do you have any questions or comments on what we covered today???



We will send you a reminder to provide any feedback to us at the conclusion of the Vision Tour 2014

Thanks for being with us today, and helping LFRA go from Good to Great !

Agenda Item Cover

Item No.: 6

Meeting Date: March 13, 2014

Prepared By: Renee Wheeler, Public Safety Administrative Director



52 of 59

TITLE

Review Briefing Papers and Correspondence

EXECUTIVE SUMMARY

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

- Station Two Updates
- Old Fire Station Two
- Training Center Property
- Consolidated Volunteer Pension Update
- 2014 LFRA Vision Tours
- New Emergency Manager
- Significant Incidents
- Other Activities

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
- January Statistics



Fire–Rescue Administrative Division

Chief Randy Mirowski and Public Safety Administrative Director Renee Wheeler

Month of February 2014 Overview-

The month of February was a very busy month. Highlighting the activity was our promotional ceremony for several firefighters and new officers, and the appointment of new full-time and part-time firefighters. Work on both the old and new fire station two continued and progress was made on our acquisition of property for the LFRA training center. The 2014 Vision Tours got underway in February and we selected our City's Emergency Manager. These and other important events will be highlighted within this report.

Fire Station Two Updates-

February was a very productive month for new fire station two. Final construction grading was completed and caissons were drilled and rebar installed. The layout of the station can clearly be seen, at this point, with the bay area and living quarters well defined by construction stakes and grading. Our weekly meetings with our architects and the staff from GTC are very productive and helping in the planning and efficiency of the project. We did lose some days due to the extremely cold weather in February, but have made up for lost time and the project is still on time with a move in date of October 10, 2014.

Old Fire Station Two-

We have encountered an interesting development in the process of determining the future of old fire station two. Documents and deeds were discovered in the planning and processing for sale of the property that clearly indicated that part of the fire station is in the property lines of the adjacent city park. City attorneys and staff have reviewed these documents and have found them to be valid and accurate. LFRA staff will work with city staff and representatives from Thompson Valley EMS (TVEMS) to look at alternatives in how TVEMS may be able to acquire the property with this new development. TVEMS continues to have a very high interest in obtaining this property for a new ALS ambulance station.

Contract for New Training Center Property and Training Center Update from Flood-

An agreement for the price on the four acres adjacent to the current LFRA training center has resulted in a signed contract by all parties. The process is now in the due diligence stage, with a Phase 1 environmental study being done and a survey of the all property lines taking place. The seller has been very open and transparent with documentation and history of the property. It is expected that all the necessary steps above will be completed in March and the contract for payment brought before City Council in April; closing is being targeted for the first part of May, if all goes well. This property will provide an enhancement to the current training center and provide buildings and adequate space for future expansion all outside of the floodway. The main classroom for our training center was supposed to open and operational on February 28. The resultant inspection revealed that several code violations existed and we have not received the CO in order to be fully operational at the center. It has now been over six months that our classroom facility has been OOS.

Consolidated Volunteer Pension Update-

Since the combined LFRA and Consolidated Volunteer Pension Board meeting last month some changes have taken place. Last month the representative group spoke unilaterally that they were happy with the overall direction for pension related issues. Apparently, that feeling changed after the board's last meeting.

2014 LFRA Vision Tours-

We started the 2014 Vision Tours with our fire companies in February. These tours provides an opportunity for our executive staff to meeting with all fire companies, elected officials, boards and commissions, and discuss the accomplishments in the previous year (2013) and the goals and program objectives that are targeted for the current year (2014). We have found these tours to be very effective in providing information for our firefighters and elected officials in what we are doing and why we are doing. It is a great opportunity for our personnel and leaders to catch the vision for the year and know exactly what we intend to accomplish. We will be providing an abbreviated version of the Vision tour to all of our elected officials and boards and commissions in the month of March.

Selection of New City of Loveland Emergency Manager

In February, the promotion and announcement of our new emergency Manager occurred. Captain Pat Mialy was officially appointed as the new City of Loveland Emergency Manager. Captain Mialy has been the Acting City Emergency Manager since last April, 2013, and has performed with excellence in that position. Her efforts in the management of the City of Loveland EOC during the 2013 Larimer Flood earned her high praises and accolades at the regional and state level. Several state officials commented that Loveland had the best run EOC in the state. Captain Mialy has been reassigned and will work directly under the authority of the LFRA fire chief.

Significant Incidents During February-

We had several smaller structure fires and auto extrications where both lives and property were saved. See Chief Ward's report in Operations for more details on this fire.

Other Fire Department Activities in February:

Numerous, important meetings and events took place in the month of February; they include:

- Promotional ceremony for Captain, Lieutenant, Engineer and Firefighter
- Completing the needed and ongoing training efforts for our firefighters
- Various board and commission meetings
- Discussions for Emergency Management
- Lincoln Hotel meetings and follow up meetings for the appeal process to FRAC
- Meetings with a variety of people and groups for the future of old fire station two
- Various meetings with other chief officers in the area, focusing on improving regional response
- Combined Chief Officers and Captains meeting with Thompson Valley EMS
- Participated in Master Planning Meetings for FAB and its Future
- Rural Board Meeting
- Fire Rescue Advisory Commission Meeting
- EOC Reconfiguration and Planning Meeting
- Off-Site M-Team Meeting and Team Building Session
- Priority Based Budgeting Meetings
- Blue Card Re-certification/ Cortication for Fire Chief, Division Chief and CSD Staff
- FRFC Academy Kick Off for Class of 2014-1
- Sculpture Unveiling- Eternal Flame- at City Museum

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 January have challenged our personnel, but never changed or impacted our resolve. We remain dedicated to our core values; Commitment, Courage and Compassion, and our vision of taking LFRA from Good to Great and Building it to Last!

Fire–Rescue Operations Division

Division Chief Greg Ward

February 2014

Operations & Training Update

- Promotional testing for a Part-Time Firefighter was completed to fill the vacancy created by the departure of Randy Chase, congratulations to Firefighter Jason Anderson!
- McKee Medical Center has offered the use of a 3rd floor wing for training that is currently unoccupied; LFRA Crews conducted high rise hose evolutions and firefighter survival training at the site in February.
- Crews completed training in fire dynamics including lecture and live fire using the latest research material from UL and NIST.
- Completed Blue Card Certification class for LFRA personnel, congratulations to Captain Pat Mialy, Deputy Fire Marshal Scott Pringle, Deputy Fire Marshal Carrie Dann and Engineer Dustin Waldorf!
- Loveland Police, Aims Community College, Johnstown Fire District and the Army Reserves conducted training evolutions at the LFRA Training Center in February.
- Companies initiated the new Business Safety Assessment program in February.
- Engine 6 covered Windsor Fire Station 3 during the Grand Opening Ceremony for Windsor's new Station 2 in Severance.
- Lieutenant Dave Schuetz, Engineer Ty Drage, Engineer Ron Hill, Engineer Dan Engelhardt and Firefighter Gina Gonzales completed a four day Peer Support Team training at the Poudre Fire Authority Training Center.
- Division Chief Greg Ward and Lieutenant Jason Goodale assisted with the organization and teaching of a pilot Fire Officer 1 Class sponsored by the Colorado Division of Fire Prevention and Control. The class was held in Grand Junction, with plans of doing another class in May in Colorado Springs.
- Reconstruction work at the Training Center included plumbing work in the kitchen and restrooms in the main classroom building.

Significant Incidents

- Residential structure fire on North County Road 29, small fire in the adobe constructed walls.
- Fire on the deck of a multi-family structure on North Wilson, the fire was contained to the deck and exterior wall.
- Traffic accident, vehicle in the water with the driver trapped on Interstate 25 near the Highway 402 exit. The vehicle was stabilized and the driver removed from the vehicle safely.
- Residential structure fire on Arikaree Court, exterior fence fire extended to the attic of the home causing significant damage.

Apparatus Update

- The contract for the new aerial tower was signed; the next step is a pre-construction conference.
- The Apparatus Committee is assisting the Airport Manager with specifications for a new FAA funded Aircraft Fire Rescue Truck.



Co Rd 29 Structure Fire



I-25 Vehicle in the Water



Apartment Deck Fire on Wilson



Firefighter Survival Training at McKee Medical Center



Arikaree Court Structure Fire



**Colorado Division of Fire Prevention & Control
Fire Officer I Pilot Class, DC Ward & Lt Goodale
Instructing**

Community Safety Division

Division Chief Ned Sparks

February, 2014

Update on division, programs and projects:

- ❖ Lincoln Hotel appeal process continuation working with Building Dept. to clarify records and prepare for appeal to City Council.
- ❖ Steering committee for Residential Sprinklers to identify next step, develop a cost based on system type NFPA 13 or P2904, etc.
- ❖ “Chillers” building fire code problems unresolved – working with Building Dept. to determine direction.
- ❖ Training for two CSD at the “Round up your Knowledge” classes sponsored by Laramie Community College and Cheyenne Fire Dept.
- ❖ Blue Card for all CSD Officers completed.
- ❖ Pilot class for fire investigation created and delivered by Fire Engineers; Ty Drage, Dan Engelhardt and DFM Scott Pringle, to the new FIT’s and new staff in CSD – Lt. Willson and DC Sparks.

Significant Plan Review:

- ✦ Assisting Leed Fabrication to find solutions to the various code challenges.
- ✦ Assisted Windsor-Severance Fire Station evaluation for CO as a courtesy.
- ✦ Gallery Flats continues with rough in inspections and on schedule.
- ✦ Clare Bridge addition presenting code enforcement challenges and creative solutions.

Code enforcement & Public Education:

- Seven new business and 15 re-inspections at schools and businesses
- Haz-Mat permitting program has been reassigned to Deputy Fire Marshal Scott Pringle. Scott has been working with Lt. Willson and the FIT’s to develop a schedule for the current permits and fire code enforcement.
- Fire Safety Visit program is up and running with most of the Engine/Truck crews completing the businesses as assigned. No serious violations reported to CSD.
- 3 safety education presentations
- 2 car seat inspections/installations

Emergency Management:

- Pat Mialy promoted to Captain and is reassigned to Chief Mirowski. Congratulations Pat!



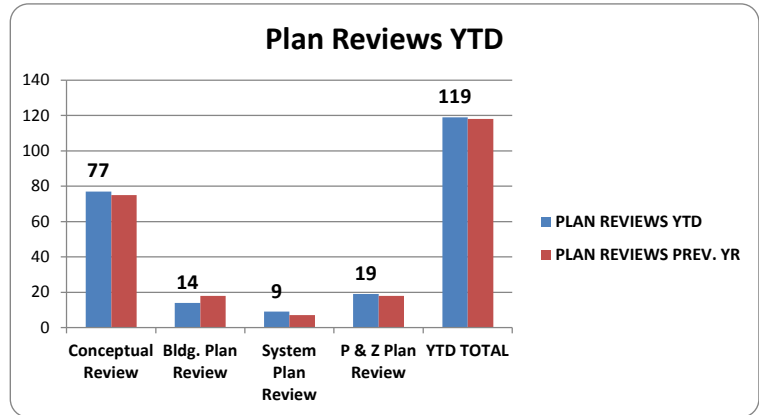
LOVELAND FIRE RESCUE AUTHORITY

January, 2014



PLAN REVIEW STATISTICS

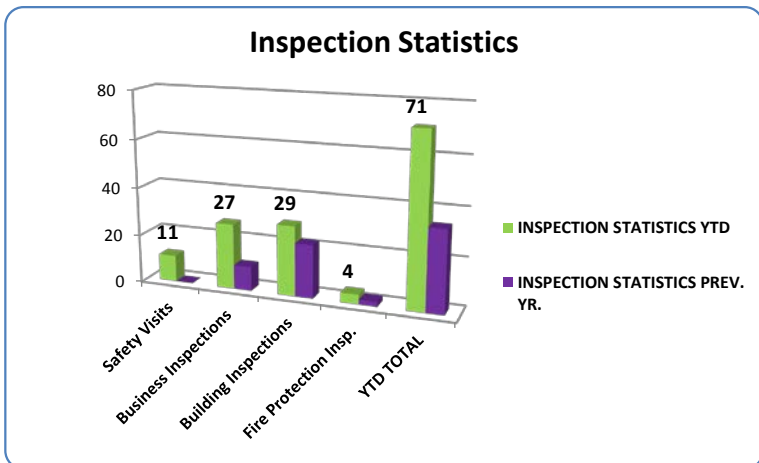
	City	Rural	Totals	Hours
Conceptual Design	77	2	79	71.5
Previous Month	53	3	56	52
Previous Year	75	1	76	64
YTD Total	77	2	79	71.5
Building Plan Reviews	14	4	18	64
Previous Month	23	4	27	77
Previous Year	18	2	20	10
YTD Total	14	4	18	64
System Plan Reviews	9	0	9	13.5
Previous Month	17	1	18	27
Previous Year	7	0	7	7
YTD Total	9	0	9	13.5
P & Z Plan Reviews	19	3	21	30.5
Previous Month	18	2	20	30
Previous Year	18	2	20	10
YTD Total	19	3	21	30.5
TOTAL REVIEWS YTD	119	5	123	
Previous Year	118	9	127	



Average days in review - 7.4 days
Percent within goal time - 100%

INSPECTION STATISTICS

	City	Rural	Total	Hours
Safety Assessment Insp.	11	0	11	5
Safety Re-inspections	0	0	0	0
Business Inspections	26	1	27	48.5
Previous Month	19	0	19	38
Previous Year	6	4	10	8
YTD Total	37	1	38	48.5
Building Construction	25	4	29	33.5
Previous Month	17	1	18	27
Previous Year	18	1	22	34
YTD Total	25	4	29	33.5
Fire Protection System	2	2	4	3
Previous Month	5	0	5	7
Previous Year	2	0	2	2
YTD Total	2	2	4	3
TOTAL INSPECTIONS YTD	64	7	71	
Previous Year	26	8	34	



CSD OTHER ACTIVITIES

	City	Rural	Hours	Mo. Total	Prev. Mo.	Prev. Yr.	YTD Total	Highlights/Projects
Building/Systems Permits	8	1	6	9	15	6	9	* Bureau 5 conducted three Safety Village presentations.
Hazmat Permits	4	0	1.5	4	2	6	4	
Tents/Special Events	1	0	0.5	1	0	1	1	* Conducted three Fire Investigations on structure fires.
Burn Permits Issued	0	16	2	16	12	19	16	
Investigations	2	1	36	3	2	5	3	* Attended a meeting with Larimer County regarding open burning regs. and ord.
Service Call/Complaints	3	0	3.5	3	3	2	3	* Attended Thompson R2J school board meeting due to occupant load control.
Car Seats Installed	14	0	7	14	12	22	14	
JFS Program	1	0	3	1	0	0	1	
Public Education Events	3	0	3.75	3	3	2	3	
Total Pub. Ed. Contacts	80			80	145	0	80	



LOVELAND FIRE RESCUE AUTHORITY

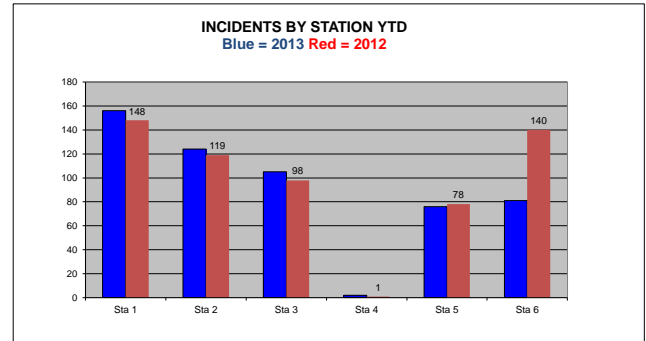
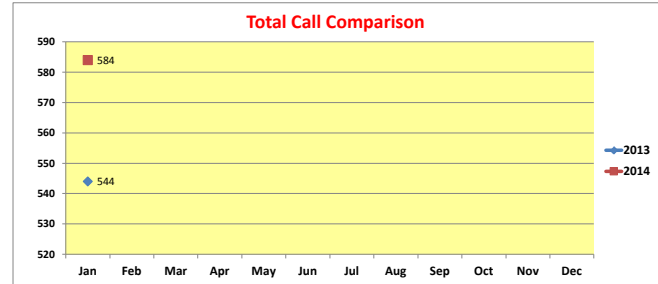
January, 2014



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CALL INFORMATION					
INCIDENT TYPE	CITY	RURAL	MO. TOTAL	YTD	% Prev. Yr.
Structure Fire (Residential)	2	1	3	3	
Structure Fire (Commercial)	0	0	0	0	
Vehicle Fire	2	0	2	2	
Grass/Wildland Fire	0	1	1	1	
Smoke/Odor Investigation	7	1	8	8	
Fire Alarm	40	6	46	46	
Other Fire	3	6	9	9	
Total Fire Related	54	15	69	69	12%
Total Medical (EMS)	283	37	320	320	55%
Motor Vehicle Accident	34	29	63	63	
Hazmat	9	2	11	11	
Water/Ice Rescue	0	1	1	1	
Carbon Monoxide	13	3	16	16	
Public Asst. (Service)	26	6	32	32	
Cancelled Enroute	37	25	62	62	
No Incident Found	5	4	9	9	
Airport Standby	1	0	1	1	
Airport Emergency	0	0	0	0	
Total Miscellaneous	125	70	195	195	33%
Month-End Total	462	122	584	584	
Year Cumulative	462	122	584	584	
Percentage YTD	79%	21%			

Average Response Times YTD in Minutes	Prev. Year	Fire Confined to Room of Origin	Previous Year
Call to Tone Out	2.56	2.14	100%
Dispatch to Enroute	1.13	.98	
Enroute to 1st Arrival	2.95	2.85	
Average on Scene	15.35	10.87	



MUTUAL/AUTO AID STATISTICS YTD				
	Received	Hours	Given	Hours
Fort Collins	5	1.5	13	5
Previous Year	3	2	8	5
Berthoud	1	0.5	2	1
Previous Year	2	3.5	8	5.5
Big Thompson Canyon	0	0	2	1.5
Previous Year	1	0.5	2	2
Windsor	9	3.5	4	2
Previous Year	6	4	2	1

Training & Reserve	Hrs/Month	Hrs/Prev Month	Hrs/Prev Yr.	Hrs/Year to Date
Shift	862.00	677.00	922.00	862.00
Reservist	44.00	98.50	35.00	44.00
Admin	75.00	48.00	80.00	75.00
Total	981.00	523.50	1,037.00	981.00
Reservist Shift Hours	374.50	340.50	644.00	374.50

LOSS/SAVE INFORMATION				
Type of Fire	City		Rural	
	Loss	Save	Loss	Save
Residential Structure	\$ 32,637	\$ 210,387	\$ 17,410	\$ 27,231
Commercial Structure*	\$ -	\$ -	\$ -	\$ -
Other Fires	\$ 1,000	\$ -	\$ -	\$ -
Month Total	\$ 33,637	\$ 210,387	\$ 17,410	\$ 27,231
Year Cumulative	\$ 33,637	\$ 210,387	\$ 17,410	\$ 27,231

Specialized Disciplines Training				
	YTD Courses	Prev. Yr. Courses	YTD Hrs.	Previous Yr. Hrs.
Collapse	5	0	10.5	0
Rope	6	6	7.25	5
Confined Space	0	1	0	4
Search/Rescue	0	0	0	0
Water	1	2	8	1
TAC	0	0	0	0
Hazmat	1	9	1	22
Wildland	9	16	21	57
YTD TOTALS	22	34	47.75	89.00