
Loveland Fire Rescue Authority Board Meeting



Police Institute
810 E. 10th Street
Loveland, Colorado 80537
Thursday, February 13, 2014
2:00 PM



Loveland Fire Rescue Authority (LFRA) Board Meeting Agenda
Police and Courts Building, 810 E. 10th Street, Police Institute
Loveland, Colorado 80537
Thursday, February 13, 2014
2:00 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

1. Trevor Twogood - Front Range Fire Academy Top Gun Award
2. Introduction of Captain Pat Mialy (Promoted From Lieutenant), as the City Of Loveland and LFRA Emergency Manager

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 December 19, 2013 Loveland Fire Rescue Authority Board Meeting
2. Consider the meeting notes from the December 19, 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

End of Consent Agenda



Loveland Fire Rescue Authority (LFRA) Board Meeting Agenda
Police and Courts Building, 810 E. 10th Street, Police Institute
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2:00 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.

4. Discuss the 2014 Goals for the Fire Chief
5. Consider the 2014 Budget Process Proposal
6. Report on the Airport Triennial Emergency Plan Exercise
7. Report on the Peer Support Program
8. Review Briefing Papers and Correspondence
 - a. Chief's Report
 - b. Letters
 - c. November Statistics
 - d. December Statistics
9. Board Member New Business/Feedback
10. Any Other Business for Board Consideration
 - a. Fire Chief Recruiting Process

ADJOURN

Board Member Pictures for the Annual Report

Agenda Item Cover

Item No.: 1

Meeting Date: February 13, 2014

Prepared By: Renee Wheeler, Public Safety Administrative Director



TITLE

Consider the Minutes from the December 19, 2013 Loveland Fire Rescue Authority (LFRA) Board Meeting

EXECUTIVE SUMMARY

The attached document, prepared by Roylene Sterkel, is a record of the December 19, 2013 LFRA meeting. It details the discussions at the meeting including the approval of the consent agenda (minutes from the previous meeting, 2014 board meeting calendar, 2014 posting location for meeting notices), election of officers, an overview of accreditation, alternate meeting location, and the Chief's report.

BACKGROUND

Standard meeting protocol

STAFF RECOMMENDATION

Approve as written

FINANCIAL/ECONOMIC IMPACTS

N/A

ASSOCIATED STRATEGIC GOALS

N/A

ATTACHMENTS

Minutes



Loveland Rural
Fire Protection
District

Fire & Rescue Authority Board Meeting Minutes Thursday, December 19, 2013

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

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

Members Absent:

Division Chief Ned Sparks

Visitors:

Chief Tom DeMint
Chief Chris Klaas
Battalion Chief Michael Cerovski
Engineer Dan Engelhardt
FIT Ben Andersen

Call to Order:

Chairman Swanty called the Fire & Rescue Authority Board meeting to order on the above date at 1:10 p.m.

Pledge of Allegiance:

The Board participated in the Pledge of Allegiance.

Roll Call:

Secretary Sterkel conducted roll call.

Awards and Presentations:

Chief Mirowski congratulated BC Michael Cerovski on his recent graduation from Regis University with a Master's Degree. BC Cerovski completed the program in two years and maintained a 3.9 GPA.

Chief Mirowski advised the Board that until this year no one from Loveland Fire Rescue Authority had gone through the FRFC Academy which has been in place for approximately 15 years. It's an excellent learning experience firefighters, but our system of training and hiring is a bit different than most (three-tiered workforce). This year Trevor Twogood who was a Reservist with LFR chose to go through the 16 week academy. He was chosen by everyone in the Academy as the "Top Gun" which is a real honor. Because of a recent resignation from a part-time paid Firefighter, Trevor went through the interview process and was chosen as our newest part-time firefighter.

Union President Dan Engelhardt presented the Board with "Job Shirts" that were given to the department for their hard work during the flood.

Public Comment: None

Consent Agenda:

1. Secretary Sterkel handed out a new set of minutes with some changes under Item 7, paragraph 5 for the Board to review. The changes were relative to the reporting relationship to the Board. The Board reviewed the changes and City Manager Cahill moved to approve the minutes with Councilor Fogle's second, the minutes were approved. The new minutes will be scanned and take the place of the minutes that were included in the original Board Agenda Packet.
2. Approval of the 2014 Loveland Fire Rescue Authority Board Meeting Calendar.
3. Establish the Location for the Posting of the Fire Authority Board Meeting Notices.

City Councilor Fogle moved to approve Items 2 and 3 (Resolution R-030) of the Consent Agenda. Mayor Gutierrez seconded the motion and it carried.

Regular Agenda:

4. Elect Officers for the Loveland Fire Rescue Authority Board:

Mayor Gutierrez nominated Jeff Swanty to continue as the Chairperson. Councilor Fogle seconded the motion and it passed unanimously.

Mayor Gutierrez nominated Bill Cahill to continue as the Vice Chairperson. Councilor Fogle seconded the motion and it passed unanimously.

Mayor Gutierrez nominated Roylene Sterkel to continue as Secretary. City Manager Cahill seconded the motion and it passed unanimously.

5. Discussion of Fire Department Accreditation and LFRA

Chief Mirowski gave some background regarding what accreditation means and stated that currently two of the three City of Loveland emergency services providers are accredited. He reminded the Board that discussions took place at the Committee level when the Authority was forming and it was decided at that point to put this topic on hold until the Authority was in place. In October of 2013, three members of the LFRA executive staff attended a three-day accreditation symposium in Fort Collins to gain information into the benefits of adopting an accreditation process for LFRA. One of our current members Ty Drage is working off-duty as an accreditation officer for Windsor-Severance Fire as they move through the process.

Chief Mirowski talked about the pros and cons of becoming accredited and acknowledged that it will take a great deal of work to accomplish this goal that is included in our Strategic Plan. Once we become accredited, we would need to re-accredit every five years. He said it is staff's recommendation to move forward in developing a plan to bring back to the Board. The plan will outline the steps, timelines and costs involved both initially and ongoing.

Councilor Fogle asked how many departments in Colorado are accredited? Chief DeMint said there are eight total in Colorado. City Manager Cahill said there are only approximately 175 out of 30,000 police departments nationally that are accredited. He asked what kinds of assistance or guidance is required through the process. Chief Mirowski said that self-assessment is the cornerstone in the process. The Center for Public Safety Excellence (CPSE) will offer seminars and help with the self-assessment. Chief Mirowski said that we do have in-house expertise from the staff that attended the three-day accreditation symposium. Chairperson Swanty asked about the possibility of using volunteers to aid in the process. Chief Mirowski said that would be a good idea if we could find the right retired or interested volunteers for some of the work that needs to get done.

City Manager Cahill talked about the Police Department being accredited and some of the costs and time associated to keep their accreditation current. He said the costs are hard to nail down because it can be different for each department.

Rural Board Secretary Greg White asked Chief DeMint to share his expertise since Poudre Fire has been going through the process for a year and half. They found out through their process that their measurements were outdated and outcomes were not being very well measured. Rocky Mountain Performance Excellence (RMPE) helped them with alignments to their Strategic Plan and helped them work through their tasks. It's importance for other accredited departments to share information as you work through the process.

Rural Board President Legits asked what happens if you can't meet the standards that are expected. Chief DeMint said that the department establishes their own standards and benchmarks.

Chief Mirowski said that the work load is definitely a concern, but staff does recommend that LFRA further pursue the accreditation process with the Boards approval. If the Board approves moving forward, staff will bring back a more defined plan in the first quarter of 2014 that will include the total actual costs.

Mayor Gutierrez moved to have staff bring back a more defined plan of moving forward with the accreditation process. Councilor Fogle seconded the motion and it carried.

6. Discussion of an Alternate Location for Board Meetings:

Chief Mirowski said that five alternate locations have been looked at:

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

The Board discussed pros and cons of each and the consensus was that the Police and Courts Building would be the best place because of location and availability. City Manager Cahill moved to meet at the Police and Courts Buildings. Councilor Fogle seconded the motion and it carried.

7. Review Briefing Papers and Correspondence:

Chief Mirowski gave an update on **Fire Station Two**. City Council approved Golden Triangle (GTC) as the contractor at their December 17th meeting. Ground breaking will take place after the first of the year with a target for station completion of September or October, 2014.

The Board moved into a discussion about the **Consolidated Volunteer Pension Plan**. Assistant City Attorney Garcia said that the proposal from Innovest as a third party came in at \$17,000 which is higher than anticipated. City Manager Cahill asked if we can work with Innovest to modify the costs. Concerns were voiced regarding the funding philosophy and whether it would help retain firefighters longer. Mayor Gutierrez said there are multiple boards involved. Because it's the Rural Board and City Council that fund the pension, those two boards should make decisions. The Board agreed that we still need to set up a meeting between this Board and the Pension Board to hear both sides and the intents relative to updating the current legal agreements.

Chief Klaas who sits on the Pension Board said part of the problem is that the Pension Board feels like the Rural Board and City Council have not been involved with the Pension Board and their actions. He feels like it would be best to invite

representatives from each Board rather than the whole Board. He also said that there are statues that could fund parts of the proposal from Innovest through FPPA. He agrees that new Volunteers need to have better incentives for staying as firefighters. He said that the Pension Board is merely trying to establish what powers they have as a Board.

City Manager Cahill suggested that we pick a date for a joint meeting and do invitations. This Board agrees that there are really two separate issues; one being the funding and other issues for the consolidated pension and the other being incentives to keep firefighters longer.

Rural Board President Legits asked to have the costs broken out by Innovest. Asst. City Attorney Garcia said he will work with Innovest on that and bring it back to the Board at its January meeting. He said that any funding decisions must go before the Rural Board and the City Council since they are the two funding entities.

City Manager Cahill moved to individually invite the Pension Board and this Board to a joint meeting in January, 2014. Mayor Gutierrez seconded the motion and it carried.

With no other business to discuss, Chairman Swanty moved to adjourn the meeting. Meeting was adjourned at 2:55 pm.

Agenda Item Cover

Item No.: 2

Meeting Date: February 13, 2014

Prepared By: Renee Wheeler, Public Safety Administrative Director



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TITLE

Consider the Minutes from the December 19, 2013 Loveland Fire Rescue Authority (LFRA) Board Planning "Retreat" Meeting

EXECUTIVE SUMMARY

The attached meeting notes document, prepared by Renee Wheeler, is a record of the December 19, 2013 LFRA meeting. It provides an overview of the discussion outcomes at the meeting .

BACKGROUND

Standard meeting protocol

STAFF RECOMMENDATION

Approve as written

FINANCIAL/ECONOMIC IMPACTS

N/A

ASSOCIATED STRATEGIC GOALS

N/A

ATTACHMENTS

Minutes



Fire & Rescue Authority Board Retreat Meeting Notes Thursday, December 19, 2013

Members Present:

Board Chair Jeff Swanty
 Mayor Cecil Gutierrez
 Fire Chief Randy Mirowski
 Rural Board President Dave Legits
 Public Safety Admin. Dir. Renee Wheeler

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

Visitors:

None

Meeting:

Board members received LFRA pullovers.

A listing of LFRA Board activities for the year was reviewed.

The Chief reviewed the notes from last year's Board retreat to provide the status of each of listed projects.

- Residential Sprinklers – Received approval from all governing parties to move forward with an implementation plan developed through a steering committee that focuses on education and compliance incentives. Any implementation strategies for the Rural District portion of our response area would have to be approved by the County. The County is still enforcing the 2006 International Fire Code and does not appear interested in requiring residential sprinklers. Poudre Fire Authority is currently requiring sprinklers for unprotected spaces (i.e., basements and crawl spaces), all duplexes and multifamily dwellings.
- Open Fires – A procedure to streamline the execution of an open fire ban was completed. Letters were sent to fireworks vendors to provide status of the 2013 decisions related to the sale of fireworks in the City limits.
- Volunteer Pension – An increase to the benefit was approved. A firm was approved to assist with the development of a sustainable funding strategy that protects the current assets of the consolidated volunteer fire pension for existing and eligible reserves and to develop a program for new recruits that better meets their needs. This process will continue into 2014.
- An LFRA Capital Assets Policy was approved.
- Recruitment and Retention - A FEMA SAFER grant was submitted for a Reserves Recruitment and Retention Program. Awards should be announced the first to the second quarter of 2014.
- ISO Evaluation Preparation – Early in the year the Chief attended meetings on the new operational strategy that has been adopted by the ISO. The review schedule has been

changed and therefore, the immediate preparation was no longer necessary. It was assigned a lesser priority.

- LFRA had a positive impact on the response and recovery performance of the City during and after the September, 2013 flood.

Chairman Swanty prepared the attached document to communicate his desire to begin the transition to a more independent Fire Authority. There was discussion related to the employment reporting relationship for the Fire Chief. He was complimentary of both the City Manager and the Fire Chief. The discussion resulted in a setting goal for the LFRA Board, with the assistance of staff, to develop a Fire Authority Transition plan, including the equipment, real estate, and the employees. There was considerable discussion about processes that could be implemented to gather feedback for the Chief's performance evaluation. It was decided that as an interim strategy in 2014 that the LFRA Board would approve goals (January – February); there would be a mid-year report on the progress toward goals (June – July); and at the end of the year (October - November) 360 evaluations would be distributed to random selection staff members and all board members to provide the City Manager with feedback for the development of the Chief's year end evaluation. The final evaluation and the raise to be awarded the Chief would be discussed in a meeting between the Chair of the LFRA Board, the City Manager and the Chief.

Several goals for 2014 were identified for the January – February Board meeting.

- Transition Plan for the Governance Model for the Fire Authority (i.e, Chief's reporting relationship, personnel policies, asset ownership).
- Implementation of Priority Based Budgeting
- Residential Sprinklers Multi-year Implementation Strategy
- Front Range Fire Consortium Business Model Evaluation and LFRA's participation in the new business model (could be a significant budgetary impact for 2015)
- Peer Support System
- Training Center Improvements
- Complete the new Station 2 and transition the reuse of the old Station 2
- Tactical Response Strategy Collaborations between LFRA, Loveland Police, and Thompson Valley Emergency Medical Service

Notes submitted by Renee Wheeler, Public Safety Administrative Director

REPORTING RELATIONSHIP OF FIRE CHIEF

- We are fortunate right now in that we all know, trust, & respect one another. We have all helped build & create this Authority wanting it to succeed. It's important we build the right foundation for future leadership to operate from. As Chief Mirowski is famous for saying "We want to build this to last." Keep in mind because we have wanted this partnership to succeed "we have not allowed ourselves to trip over midgets."
- Take a look from the outside as though we are being asked to give advice to another City & Fire District and not use today's personalities as this is not about who is in place today. Think of a template for the future.
- We have a Fire Authority vs. City Fire Dept. The Authority is comprised of 2 Government entities, the City & the Fire Dist. The District only has a voice through it's participation in the Authority.
- Currently ^{the} City (City Manager) solely evaluates & determines the raise of the Fire Chief with out input from the Authority. The Authority is not consulted on the front end or advised after the fact. Evaluations are generally comprised of both goals & a review of past performance. If the Authority doesn't have input, neither does the Fire District. Does the Chief's goals align with the City, Authority & the Fire District?
- The Fire Chief is the most important person in the Fire Dept. "As the Chief goes, so goes the Fire Dept. Is it possible for the City & the Fire Authority to have differing views and goals? If so, can differing messages including goals be given to the Fire Chief. Is the City managing the Fire Dept. by solely evaluating the Chief?
- What is the Authority's plan for future Chief's. What will be the Authority's role?

Agenda Item Cover

Item No.: 3

Meeting Date: February 13, 2014

Prepared By: Renee Wheeler, Public Safety Administrative Director



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TITLE

Consider a Resolution Approving an Intergovernmental Mutual Aid Response Agreement between the Loveland Fire Rescue Authority and the Rist Canyon Volunteer Fire Department

EXECUTIVE SUMMARY

A mutual aid agreement provides that both LFRA and the Rist Canyon Volunteer Fire Department will be dispatched to an emergency response within a particular response area. It is a standard agreement necessary to ensure that there are policies and procedures in place for automatic response from each organization within a designated a response area presented in Exhibit A of the agreement, a map.

BACKGROUND

This agreement clarifies the area of mutual aid response, roles and responsibilities, establishes procedures for cooperation and coordination, liability, workers compensation coverage, provides no compensation for services, provides for response determination in terms of availability, sets the term for one year renewable annually, and set procedures for termination of the agreement by either party.

STAFF RECOMMENDATION

Approve as written

FINANCIAL/ECONOMIC IMPACTS

There are no financial or economic impacts out of the ordinary for automatic aid agreements.

ASSOCIATED STRATEGIC GOALS

Deploy an effective emergency response to minimize damage and loss.

ATTACHMENTS

Resolution

Agreement

RESOLUTION # R- 031**A RESOLUTION APPROVING AN INTERGOVERNMENTAL MUTUAL AID RESPONSE AGREEMENT BETWEEN THE LOVELAND FIRE RESCUE AUTHORITY AND THE RIST CANYON VOLUNTEER FIRE DEPARTMENT**

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

WHEREAS, in accordance with C.R.S. §29-1 -201, governments are permitted and encouraged to make the most efficient and effective use of their powers and responsibilities by cooperating and contracting with other governments; and

WHEREAS, the Rist Canyon Volunteer Fire Department (“RCVFD”) and Loveland Fire Rescue Authority (“LFRA”) are independent governmental entities duly organized and existing in accordance with Colorado law are called upon to respond to emergency areas contained within their respective jurisdictions; and

WHEREAS, RCVFD and LFRA (collectively, the "Participating Agencies") are called upon to respond to emergencies occurring in areas contained within their respective jurisdictions; and

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

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

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

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

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

WHEREAS, the LFRA Board of Directors finds that it is in the best interests of the Fire Authority to adopt the “Intergovernmental Automatic Response Agreement” attached hereto as **Exhibit A** and incorporated by reference (the “Agreement”).

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

Section 1. That the Agreement is hereby approved.

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

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

ADOPTED this _____ day of _____, 2014.

Jeffrey M. Swanty, Chairperson

ATTEST:

Secretary

Approved as to form:



Teresa Ablao
Assistant City Attorney

**INTERGOVERNMENTAL MUTUAL AID AGREEMENT
BETWEEN LOVELAND FIRE RESCUE AUTHORITY AND RIST CANYON
VOLUNTEER FIRE DEPARTMENT**

THIS AGREEMENT is made and entered into this 20th day of January 2014, by and between the Loveland Fire Rescue Authority ("LFRA") and the Rist Canyon Volunteer Fire Department, ("RCVFD"), concerning response to a designated area.

RECITALS

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

WHEREAS, in accordance with C.R.S. § 29-1-201, governments are permitted and encouraged to make the most efficient and effective use of their powers and responsibilities by cooperating and contracting with other governments; and

WHEREAS, RCVFD and LFRA (collectively, the "Participating Agencies") are called upon to respond to emergencies occurring in areas contained within their respective jurisdictions; and

WHEREAS, the Participating Agencies strive to improve the emergency services each provides within their respective jurisdictions through mutual aid responses; and

WHEREAS, the Participating Agencies have defined an area within which they will provide mutual aid responses to one another, said area being delineated in Exhibit A; and

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

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

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

AGREEMENT

1. Mutual Aid Response.

a. The Parties agree that mutual aid is the assistance provided by a supporting agency at no cost to the jurisdictional agency. Each Participating Agency agrees to provide, if the Agency

has such resources available, fire and rescue personnel and apparatus resources at no cost, for the duration of an incident located in the response area described in Exhibit A, Response Zones, attached hereto and incorporated herein by this reference, upon notification thereof and dispatch thereto by the Comm. Center receiving the emergency call. The Comm. Centers shall make initial and contemporaneous notification of emergency dispatch to both the Participating Agency within which the emergency has occurred and the Participating Agency responding pursuant to this Agreement.

b. A Participating Agency is not under any obligation to respond to a call for mutual aid under this agreement when, in its sole discretion, it determines that responding would unreasonably deplete its ability to respond within its own jurisdiction.

c. Cancellation of any Participating Agency's response shall occur only after coordinated communication between the Participating Agencies on an assigned frequency. The first arriving Participating Agency shall determine whether to cancel the response of the other Participating Agency, or, when all units from a Participating Agency are en route to an emergency call, the Participating Agency having geographic jurisdiction may cancel the response of the other Participating Agency.

2. Purpose. The purpose for such dispatch and the responsibility of the Participating Agency is limited to certain call types and the apparatus response guide shown in Exhibits B, attached hereto and incorporated herein by this reference.

3. Good Faith Discussion. In the event the responses outside a Participating Agency's jurisdiction that occur pursuant to this Agreement become a burden, the Participating Agencies agree to discuss, in good faith, amendments to this Agreement and/or other possible resolutions, but in no case shall the proposed resolution be onerous, as determined by the Participating Agencies in their sole subjective discretion, to the respective Participating Agencies.

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

5. Liability. The Participating Agencies hereto agree, notwithstanding the provisions of C.R.S. §29-5-108, that during the time that a responding Participating Agency's employees are traveling to the requesting Participating Agency's staging area or command post, any liability which accrues under the provision of the Colorado Governmental Immunity Act, C.R.S. §24-10101, et seq., (the "Act") as a result of a negligent act or omission of any of the responding Participating Agency's employees shall be imposed upon the responding Participating Agency and not the requesting Participating Agency. However, once the responding Participating Agency's employees physically arrive at the requesting Participating Agency's staging area or command post, then, in accordance with the provisions of C.R.S. §29-5-108, any liability which accrues, under the provisions of the Act as a result of a negligent act or omission of the responding Participating Agency's employees while performing duties at that time and thereafter, shall be imposed upon the requesting Participating Agency, not the responding Participating

Agency. In addition, the requesting Participating Agency, to the extent permitted by law, agrees to indemnify, defend and hold harmless the responding Participating Agency against any and all judgments, costs, expenses and attorney's fees incurred by the responding Participating Agency related to its performance under this Agreement that may result from any negligent act or omission by the requesting Participating Agency or by its employees. However, nothing herein shall be deemed a waiver of the notice requirements, defenses, immunities and limitations of liability that any of the Participating Agencies and their respective officers and employees may have under the Act and under any other law,.

6. Benefits. Pursuant to C.R.S. §§29-5-101 et seq, if any officer or other personnel of the responding Participating Agency is injured, disabled or dies as a result of performing services within the boundaries of the requesting Participating Agency, said individual shall remain covered by, and eligible for, the workers compensation and firefighters pension benefits which said individual would otherwise be entitled if the injury, disability or death had occurred within the boundaries of the responding Participating Agency.

7. Compensation. No Participating Agency shall be required to pay any compensation to any other Participating Agency for any services rendered hereunder, the mutual aid and assistance to be afforded under this Agreement being adequate compensation to the Participating Agencies, this Agreement shall not be construed as to limit reasonable compensation, as defined in C.R.S. §29-22-104, in response to hazardous materials incidents. The requesting Participating Agency agrees that it will reasonably pursue any legal reimbursement possible, pursuant to state and federal laws and that, upon receipt of any such reimbursement (after subtracting the reasonable costs of pursuing and collecting the reimbursement), will distribute the received funds in a fair and equitable manner to the responding Participating Agencies based upon a pro rata share of their documented expenses.

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

9. Term. The terms of this agreement shall continue for a period of one year from the date hereof, and shall be automatically renewed for successive one year periods unless terminated by any Participating Agency with respect to itself.

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

11. Entire Agreement. This Agreement shall not invalidate or otherwise affect any other agreement presently in effect. This Agreement represents the entire agreement of the

Participating Agencies with respect to mutual aid and any amendment to this agreement shall be in writing and executed by all the Participating Agencies hereto.

12. Governing Law and Venue. This Agreement shall be governed by the laws of the State of Colorado and venue shall lie in the County of Larimer.

13. Assignment. This Agreement shall not be assigned by any of the Participating Agencies hereto.

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

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

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

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

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

19. Binding Effect. This Agreement shall be binding upon and inure to the benefit of the Participating Agencies hereto and the respective successors and permitted assigns

20. Termination. Any Participating Agency may terminate this Agreement, with or without cause, upon thirty days prior written notice to all other Participating Agencies to this Agreement.

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

Loveland Fire Rescue Authority:

Fire Chief
410 East Fifth Street
Loveland, Colorado 80537

and

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

Rist Canyon Volunteer Fire Department:

Fire Chief
RCVFD
PO Box 2
Bellvue, CO 80512

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

LOVELAND FIRE RESCUE AUTHORITY:

By: Board Chair

ATTEST:

Board Secretary

Approved as to Form:

Assistant City Attorney

RIST CANYON VOLUNTEER FIRE DEPARTMENT:



By: Fire Chief

ATTEST:



Board Secretary

Approved as to Form:

N/A

Attorney

Agenda Item Cover

Item No.: 4

Meeting Date: February 13, 2014

Prepared By: Renee Wheeler, Public Safety Administrative Director



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TITLE

Discuss the 2014 Goals for the Fire Chief

EXECUTIVE SUMMARY

Each year the Chief discusses his professional goals with the Chair of the LFRA Board and the City Manager. These goals serve as the basis for his performance evaluation. They are presented to the Board for their collective consideration.

BACKGROUND

The goals are summarized in the attached document.

STAFF RECOMMENDATION

This is the LFRA Board opportunity to highlight any concerns related to the goals as stated in the attached document.

FINANCIAL/ECONOMIC IMPACTS

N/A

ASSOCIATED STRATEGIC GOALS

The Chief's personal goals are intended to support the achievement of all three LFRA strategic goals.

ATTACHMENTS

Goals Document

LFRA Fire Chief's Goals for 2014

- **Maintain and develop effectiveness in emergency response and citizen service-**
 - Continue enhanced command and control skills with expansion of Blue Card System and development of LFRA ICS/ Blue Card Procedures document
 - Continue to expand and build on an effective training program for LFRA
- **Develop and implement programs in CSD that minimize and mitigate community risk-**
 - Develop, fine tune and implement a business safety inspection program in 2014
 - Develop, refine and present to City Council a strategy and long-term implementation plan for an effective residential fire sprinkler program
- **Develop a long-term implementation strategy for fire service accreditation and community risk reduction-**
 - Work with the LFRA staff and the LFRA Board to develop an implementation plan for fire service accreditation through the Center for Public Safety Excellence
- **Continue organizational expansion in facilities and large capital expansion**
 - Work with facilities and contractors to get new fire station two built on time and under budget
 - Further develop, refine and work with contractor to build new aerial tower apparatus
 - Develop a refurbishment plan and select a contractor for the rebuild of the 2000 Smeal 100' aerial as the LFRA reserve truck
 - Work on the development for the enhancement of the LFRA Training Center
- **Develop plans for greater development of LFRA Human Resources-**
 - Further expand the LFRA 4th Pillar with the development of a Peer Support Team, more participation in higher level academic education and more individual and group training for LFRA's personnel
- **Develop a succession plan for the replacement of the LFRA fire chief in 2014-**

Agenda Item Cover

Item No.: 5

Meeting Date: February 13, 2014

Prepared By: Renee Wheeler, Public Safety Administrative Director



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TITLE

Consider the 2014 Budget Process Proposal

EXECUTIVE SUMMARY

Consider a 2014 proposal that a subcommittee made up of the LFRA Board Chair, the City Manager and the Fire Rescue Advisory Committee Chair conduct a more in depth review of the proposed budget to address the need to have a more balanced consideration of the initial budget proposal, replacing the City Manager Budget Review meeting.

BACKGROUND

Each year the budget development process is evaluated to ensure it meets the needs of the LFRA Board, the Loveland Rural Fire Protection District Board, and the City Council. The feedback we have received is that the LFRA Board would still like to have the ability to review the budget proposal in more depth prior to it going to the partner governing boards for consideration. This type of review generally takes longer than we have traditionally allowed in the Board meetings. Therefore, the attached proposal includes a subcommittee that would meet outside of the normal board meeting schedule to review the proposed budget. Staff is proposing that this subcommittee have representation from the Rural Board, the City, and the Fire Rescue Advisory Commission (which has representation from both the Rural District and the City). This meeting would take the place of the City Manager review meeting that has traditionally been held in July as a part of the City's budget process.

An alternative would be to hold a separate budget meeting for the entire LFRA Board.

STAFF RECOMMENDATION

Approve the subcommittee review of the 2014 Proposed Budget in July prior to presenting it to the LFRA Board for adoption in September and then to each of the partner governing boards for approval in October.

FINANCIAL/ECONOMIC IMPACTS

More in depth review of the proposed budget by all boards and commissions that are involved in the policy advising and adoption for LFRA.

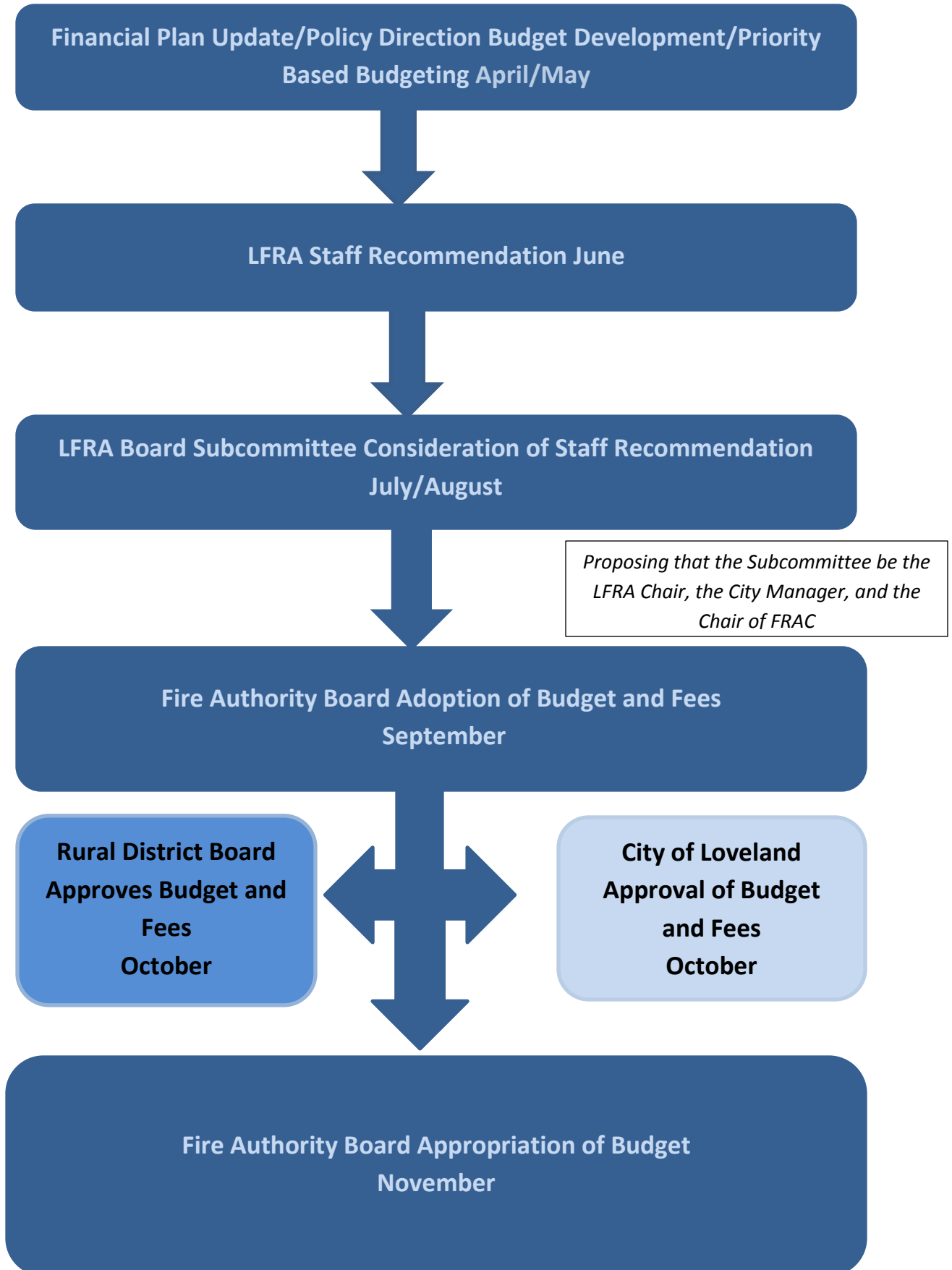
ASSOCIATED STRATEGIC GOALS

Resource allocation is critical to achieving all three strategic plan goals.

ATTACHMENTS

Graphic illustrating the Budget Process for 2014

2014 Proposed LFRA Budget Process



Agenda Item Cover

Item No.: 6

Meeting Date: February 13, 2014

Prepared By: Renee Wheeler, Public Safety Administrative Director



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TITLE

Report on the Airport Triennial Emergency Plan Exercise

EXECUTIVE SUMMARY

The Federal Aviation Administration requires that airports our size conduct a triennial full scale exercise. Captain Willard will present an overview of the October 17, 2013 exercise, performance strengths and opportunities for improvement.

BACKGROUND

The 2013 Triennial Fort Collins / Loveland Municipal Airport Exercise was a full-scale drill. This exercise focused primarily on preparing emergency responders to effectively respond to a large-scale aircraft accident. The Airport is required to conduct this level of exercise every third year to meet the Federal Aviation Administration's stringent safety requirements.

As part of the exercise, the City of Loveland's response to the incident was examined, as well as its interaction with other departments, agencies and responding assets. Feedback and specific evaluations were compiled in an After Action Report and Improvement Plan with recommendations for future training, equipment, and response procedures. The original exercise was scheduled for September 20th 2013 which was the sixth day of the 2013 flood. The flooding forced postponement of the exercise due to unavailable emergency personnel and as a result the exercise was scaled back significantly to allow exercise planning personnel to continue working on flood recovery and meet the required Airport exercise objectives.

STAFF RECOMMENDATION

No action required

FINANCIAL/ECONOMIC IMPACTS

Planning was supported by an employee of the State. LFRA invested \$4,708 in salaries and the airport invested \$3,362.41 in foam and \$810.53 in food.

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.

ATTACHMENTS

Excerpts of the report related to objectives and the after action review- full 67 page report available upon request



FORT COLLINS • LOVELAND
AIRPORT



FT COLLINS – LOVELAND AIRPORT EMERGENCY PLAN EXERCISE

17 OCTOBER 2013

Captain Craig Willard
Loveland Fire Rescue Authority

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GOAL, SCOPE AND OBJECTIVES OF THE EXERCISE

The Goal of the 2013 Triennial Fort Collins / Loveland Municipal Airport Exercise was designed and conducted to evaluate the Emergency Operations Plan of the Loveland Fort Collins Airport along with the communication and interaction capabilities between the primary agencies and facilities that would be involved in this type of emergency. The Scope of the exercise was to ensure the involvement of the first response agencies and health care facilities to a practical/realistic simulation, and the creation of an Incident Action Plan that would include;

- Fire - Suppression and Rescue of injured patients
- EMS - Provide triage, treatment, and coordinated transport of simulated patients to hospitals.
- Police - Site security and planning needed to transfer the incident in a methodical manner from rescue to investigation.
- Airport - Control of airport grounds and airspace as well as notification and coordination with appropriate agencies.

Secondary Objectives:

- Test the 911 systems and regional Public Safety Answering Point (PSAP's, dispatching centers) interconnectivity on the 800 radio system.
- Effective use of the ARFF apparatus to provide suppression of fire on a simulated large aircraft that has broken into two large sections with three separate areas of fire involvement.
- The ability of first arriving units to gain control of the scene and begin the Incident Command System; transferring command appropriately and provide for Unified Command on the incident.

- Scene security and ensure all federal agencies are contacted.
- Communication between the first response agencies on scene and the receiving hospital facilities.
- Simple triage of simulated patients from a large aircraft crash, stuffed animals in human clothing and walking wounded “victims” (volunteers from McKee Medical Center).
- Establishing a medical group to triage, treat and transport patients in an effective and methodical manner.
- Initiate the PIO and media contacts as a part of the Emergency Plan.

Participating Agencies

- Fort Collins / Loveland Municipal Airport (FNL)
- Loveland Fire Rescue Authority (LFRA)
- Thompson Valley Emergency Medical Services (TVEMS)
- Loveland Emergency Communications Center (LECC)
- McKee Medical Center (MMC)
- Loveland Police Department (LPD)

Simulated agencies - (Contacted but had minimal or simulated participation)

- Weld County Paramedic Services (WCPS)
- Colorado State Patrol (CSP)
- Poudre Emergency Communications Center (PECC)
- Fort Collins Police Department (FCPD Comm. Center)
- University of Colorado Health (Fort Collins Ambulance)
- Larimer County Sheriff's Office (LCSO)
- Medical Center of the Rockies (MCR Loveland)
- Larimer County Medical Examiner's Office (LCMEO)
- Poudre Valley Hospital (PVH Fort Collins)
- Loveland Office of Emergency Management

2013 Airport Exercise After Action Review

The following is a summary of the direct feedback from each of the participants who were placed in the role of supervisor of either a division or group on site, and the evaluator/controller feedback and from the hospitals regarding patient flow from the scene. Comments from the exercise participants were also documented. The data is listed as “strengths” or what went well, and “opportunities” what needs to be reviewed and evaluated for improvement.

Initial Fire Attack and Search/Rescue

Strengths:

- No one drove over simulated victims or aircraft parts
- Good turret control and apparatus movement through the field
- 1st arriving ARFF FF did a good job in multi-tasking
- LFR first arriving units called for 2nd alarm right away even though the second alarm is not built in CAD (addressed below in the opportunities section).
- LFRA first arriving unit addressed walking wounded quickly and got them to safe area
- Fast fire knockdown by first arriving ARFF unit
- ARFF truck made 95% fire knockdown within five minutes of dispatch
- The first arriving Battalion Chief assumed command quickly and started to make requests and assignments of on scene and incoming apparatus.
 - The second LFRA Battalion Chief arrived soon after. The IC moved very quickly in assigning three groups; fire attack, medical and law.
 - Each group was assigned a separate radio talk group, objectives and a supervisor. The second arriving LFR Battalion Chief was assigned as the IC aid and liaison between the IC, medical and law group supervisors.
- Within 15 minutes the IC had delegated tactical operations to concentrate on strategic planning and operations. The IC called for multiple alarms and as units arrived assigned them to the already designated groups. Although busy, the radio communications seemed good. All responders and command staff and div/groups used standard ICS language and there was never any confusion on who was command. Clear division of labor/command structure developed early to match the strategy and tactical objectives.

- The communication plan developed to ensure the compatibility of all responding agencies and ability to communicate/coordinate the efforts to resolve the event. **See addendum “Communications Plan”.**
- The second LFRA Battalion Chief arrived and was assigned as the command aid, assisting the IC in documenting the resource assignments and ICS organization.
 - Medical group seemed to function efficiently and the medical group supervisor used a tactical work station in the rear of the EMS supervisor vehicle to track patients and resources.
 - Police/security group quickly coordinated all law resources for perimeter control.
- Approximately 40 minutes into the incident the Loveland mobile command vehicle arrived. The IC identified the ICS personnel that would transition to the mobile command post, mostly PD and federal operations moving forward.
 - The IC displayed an exceptionally good command presence and was not distracted by tactical operations and requests. Although contacted by field units several times, the IC successfully redirected crews to group supervisors or the command aid.
 - The IC anticipated resource needs early. There was good collaboration between the command staff with suggestions offered often. LPD made contact early and became a part of the unified command quickly. The IC was clearly the decision maker on strategic items, requesting updates from other ICS positions.
- LPD thought LFR had good radio communications
 - In reference to the feedback loop being closed, there were clear assignments and direction.
- LPD had good communications referencing the locations of the walking wounded that had apparently left the scene
 - Early identification of walking wounded that left the scene in POV's happened and was investigate by LPD to determine if they were still in the area.
- LFR and LPD stated that it was easy to work with each other and it is getting better the more we work together in other capacities
 - Other capacities such as SWAT and the Tactical Fire Team
- LPD thought it was good to have this practice with the ICS organization so their officers could experience how it works and works well
- Staging area set up (unstaffed once the exercise began)
- Medical ops set up quickly

- First arriving unit identified green patients (walking wounded) and directed them out of hot zone to a place a refuge to wait for more responders that could provide patient care.
- All organizations kept to their specific missions and didn't allow mission creep into other areas
- Triage/Transport personnel utilized prams/cots which only takes 2 FFs instead of 4 FFs to get a victim to EMS staging
 - There were still backboards used but prams were used as much as possible
- Command/TVEMS Captain ordered many EMS resources early
- Good water conservation from most apparatus in order to support evacuation ops
 - Handlines pulled early to affect fire attack and mop up
- Decontamination trailer request not made because of the long preparation time and it is not completely ready for service.
 - (also addressed as an opportunity)
- Crew integrity maintained across the incident
 - (except for one single resource that was moving apparatus for water resupply)
- Crew monitoring of radio traffic
 - (except for missed assignment while dressing into gear)
- Interior of the fuselage extrication operations fire protection hand line pulled and staffed
- Radio traffic congestion was minimal and only for a short time
- COLT busses ordered to transport the walking wounded and/or to provide shelter for scene personnel
- Apparatus placement was mostly given; for what wasn't given the personnel made good placement decisions
- Good face-to-face communications between the on-scene crews and the incident command staff
- 19 minutes from dispatch to fire control
- EMS operations went smoothly
- Triage tags utilized early
- Good Incident Action Plan that was communicated through orders
- EMS and Fire communications were good
- Obtained victim count from airport staff and this was given to EMS to verify numbers of victims currently found/removed
- Patients were tracked through the incident from triage to the hospital
- Support officer assigned to the IC (command aid)
- FNL staff contact the FAA Emergency Operations Center in Seattle Washington to close the airspace and notify NTSB for a two hour response
- FNL staff contacted Anywhere Airlines and asked for fuel load and passenger manifest.
- Airport staff made themselves available to bring Fire Command Vehicle to the scene
- Operationally the planning staff and participants believe that the drill went well

Opportunities for Improvement:

- Early unified command efforts due to different radio channels (LPD)
 - LPD and LFRA on different command and tactical radio channels early in incident and not at same location. Unified command needs to be established at the command post as soon as possible to clear up communications. This affects all responding agencies.
- ICP not clearly identifiable, vest, radio announcement of location and visual identification
 - Establishment of the ICP is necessary and the location needs to be announced over all of the operating radio channels.
 - IC vests for each agency should be carried in each agencies supervisor vehicles and worn when assigned to the command team.
 - Green flashing light on top of the ICP should be placed or turned on to further aid in identification.
 - (all three above are repeats from last exercise)
- Noise control in unified command and control of sensitive information
 - The cab of the Battalion 1 command vehicle became noisy from all of the radio traffic on different channels along with the conversations being had by the command team. Headsets should be used to isolate conversations to the personnel that need to hear them. The Fire Command Vehicle should be requested early in these types of incidents so that the correct people can get into the vehicle and be sheltered from the incident noise and effectively run the incident through coordinated operations. This also assists in keeping sensitive information from being overheard.
 - An operating agreement with the FNL staff and LPD needs to be developed to have Fire Command vehicle response accomplished by their staff when large fire incidents are occurring. This would be similar to when LFRA brings it out to SWAT calls etc.
- TK6 not assigned to original dispatch assignment (squad was assigned as a truck based on GPS location and being closer to the incident)
 - This was a byproduct of all the apparatus being staged at the same location before the start of the exercise
- Use of the bumper turret for mop up of burning debris was not appropriate.
 - Use a hose line that can be maneuvered around the fuselage and attack the fire to save agent and apply more specifically to where it is needed.
- Dispatch needs to know what a second alarm for and aircraft incident will be (2nd alarm has to be built by dispatch). All units after first alarm have to be handpicked by dispatcher or Incident Command

- There is currently no second alarm or greater alarm assignment built in CAD. All apparatus after the first alarm had to be specifically requested or presumed by dispatch. Greater Alarms will be evaluated by LFRA and LECC staff and built into CAD as needed.
- Rescue group should have own talk group
 - This did happen but was later in the incident. Request additional operations radio channels and move rescue group there early in the incident when the incident scale is large.
- First arriving command utilized all resources and then had no one for staging management
 - (repeat from last exercise) The staging manager position, if dictated by staffing, cannot be manned until there is an extra person to accommodate the position. Request additional alarms early to front load the incident as much as possible.
- Triage kits not used right away
 - Further discussion revealed that the triage kits from the fire apparatus did come off the truck but the TVEMS crews were handing out their triage tags to the Fire crews.
- Closing communications loops (repeating messages, operational follow through)
 - Make sure communications are understood clearly by repeating the message and closing the communication loop.
- EM System rusty users at PVH
 - PVH ER called by TVEMS Captain to initiate EM system. Woman in ER didn't know how to use or possibly even what the EM system is.
 - EM online system shut down on the TVEMS Captain computer in his vehicle
- Decontamination trailer was not requested (due to long set up time) as well as mass casualty trailer.
 - Had there been a need for mass patient decontamination, technical decontamination or had the weather been cold the decon. trailer would have been needed. Command needs to request this early in the incident as well as the mass casualty trailer from TVEMS to address the need for sheltered decon as well as the need for numerous medical supplies.
 - Reports of the mass casualty trailer not being in service or ready to respond quickly
- One crew missed their assignment over the radio due to dressing out in their PPE
 - Turn on portable radio before dressing out
 - Stop and dress out before arrival at the scene
- Decon was set up and visible but was not aired for its location
 - Announce over the radio that decon is set up and where it is
 - Confirm with groups or divisions when done

- Tracking the driver of apparatus as needs change
 - Single resources need to request assignments through their supervisor and announce themselves for incident tracking
- Taking apparatus not designed for off road use off pavement needs to be heavily considered
 - Heavy apparatus and soft ground, serious consideration for any unpacked or wet ground.
- Need to maintain hazmat control zones, re-contamination issues
 - TVEMS personnel walking into the decon area to check on patients, only assigned decon personnel in appropriate gear in decon area.
- Needed more personnel assigned to treatment area
 - Limited by number of exercise participants initially, as fire units finish their tasks or more arrive assign them to any of the triage, treatment and transport areas. Availability of personnel for assignment limited by exercise. Call needed alarms and extra personnel early.
- Confusion on triage methods and tags
 - LFRA and TVEMS using different versions of triage tags. LFRA bought new versions, TVEMS crews not familiar with new style. Familiarization of TVEMS crews on new tags should be accomplished.
- Triage officer and Fire should stay close
- Make sure to re-triage
 - Interval of TVEMS crews re-checking patient status to assess condition in case condition gets better or worse
- Some triage tags were folded over, not torn
 - Fire crews thinking the tags were going to be used again, didn't want to tear off the tabs. Advised in the beginning briefing of the exercise that the tags can be torn off.
- Need to establish a traffic plan for incoming and outgoing apparatus and support vehicles
 - LPD and unified command to make a plan for preferably one way traffic into the scene and one way traffic out to the hospitals etc. with routes controlled by Officers.

- Supervisors/officers need to keep from being pulled in to task level operations
 - Observation that the rescue group supervisor started to get into task level operations during the extrication of a victim in the fuselage, also one of the TVEMS Lt's on same operation.
- Bring R44 & E6 to the scene together for extra water supply and equipment
 - A consideration depending on the driving surface and personnel available to operate both apparatus. R44 came with the E6 crew on it.
- Make sure to maintain a clear path 'in the field' for apparatus movement
 - Don't set up operations that will block the movement of critical apparatus
- Dispatch cannot not launch a non-emergency Everbridge message
 - Options for sending out needed texts or pages to emergency personnel need to be discussed, determined and a guideline communicated to all personnel that would need to send one.
- McKee was not advised to what level of decon the patients had, thought they were complete but were not.
 - Triage tags should be updated with the level of triage as well as the EMS crews being informed to the level of decontamination for their safety and so they will pass the information on to the ER staff.
 - ER did not know that the patients had only had gross decontamination done at the scene and that more was needed for diesel fuel contamination
- FNL staff needs to have communications capability with the first response units.
 - (repeat from the last exercise) The acquisition of an 800 portable programmed with LFRA channels is recommended for the airport

Agenda Item Cover

Item No.: 7

Meeting Date: February 13, 2014

Prepared By: Renee Wheeler, Public Safety Administrative Director



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TITLE

Report on the Peer Support Program

EXECUTIVE SUMMARY

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.

BACKGROUND

This is a program that advances objectives within the 4th Pillar of Success: Human Resource Assets. A program proposal is attached to provide an overview of the program and how it will be implemented.

STAFF RECOMMENDATION

No action is required at this time.

FINANCIAL/ECONOMIC IMPACTS

The cost of the program is \$56,000 the first year, plus overtime for team members that respond. Staff is proposing that the program be funded with 2013 budget savings in the carryover resolution that will be presented at the March LFRA Board meeting and that the recurring costs that will cost \$55,000 - \$61,500 to be included in future year budgets.

ASSOCIATED STRATEGIC GOALS

Deploy an effective response to minimize damage and loss.

ATTACHMENTS

Proposal

LFRA PEER TEAM

Why PEER Support?

Experiencing a traumatic event can be overwhelming for anyone. Stress reactions activate both physical and mental defense systems. Some of these reactions are temporary while others are long lasting. The impacts of work-related stressors manifest differently in each firefighter, producing different psychological responses. For a firefighter, prolonged or repeated exposure to such events can be debilitating and increase the risk of behavioral health issues and/or suicide.

Historically firefighters have maintained the attitude that “critical incidents” are just part of the job. This attitude has also fostered the culture that only the weak ask for help. Substance abuse, turnover, divorce, and risk of suicide have been on the rise at alarming rates, and can be pointed back to the culture of the fire service. Peer teams are designed to be preventative and to encourage firefighters to seek assistance in the early stages of a problem.

Firefighters are faced with emotional needs that are very unique, and many are struggling from work-related stress. When symptoms occur, a firefighter needs a support system in place that is readily accessible from someone who is qualified and truly understands his or her circumstances.

Employee Assistance Programs, community mental health organizations and providers are significant resources but appear to be insufficient to provide the support services which best serve firefighters. Peer teams have had an immediate impact on the health and wellness of firefighters throughout the fire service.

Peer support programs began in public service organizations in Chicago in 1955, as an approach to dealing with employees with drug and alcohol problems. Emergency services have been at the forefront of developing peer support services. The earliest recorded emergency service to begin using peer support was the Los Angeles Police Department, which was established in 1981, following a shooting incident.

What researchers have found is that firefighters are more likely to reach out and open up to a peer than they are to Employee Assistance Programs. It is important that Loveland Fire Rescue Authority (LFRA) establishes a Peer team to give all members a resource to minimize the work related stressors and enhance their overall physical and emotional health.

What is PEER Support?

Peer support is a non-professional interpersonal interaction wherein a person attempts to assist another person with past or current psychological, emotional, or otherwise stressful circumstances and with whom they have some common background, experience, or history. In this way, Peer support differs from counseling and psychotherapy.

There have been increasing requests from firefighters throughout the fire service for support for general work stress and crisis situations. The Peer Support Program has been created to meet these needs. Developed by Mental Health Professionals, it is designed to be available to all employees. The components of the program include: one-to-one peer support; routine peer support team meetings; crisis intervention group meetings (defusing); preincident training and spousal/significant others support and training.

There are three basic methods that Peer teams can assist employees.

- Peers help with day-to-day stressors and high stress environments such as critical incidents, personal and professional stress.
- Peers know when and how to intervene in crisis situations.
- Peers offer an organized approach to cope with stress in the work place.

There are two levels of Peer support

- Level I support consists of the support found in the everyday positive interactions of friends, co-workers, and others. It has been considered the main stress management strategy for as long as recorded history.
- Levels II Peer support is conducted by an organized team and is founded in similar experiences, background, or history. They are characterized by elements of functional relationships and encourage exploration, empowerment, and positive change. This level is guided by ethical and conceptual parameters and is different than “friends talking” and may have an evaluative component. Level II support will be accomplished by members of the LFRA Peer Support Team functioning within C.R.S. 13-90-170(m) and can be offered as a one-time contact or assist with continued support depending on the severity.

All employees need to have basic training in the recognition of stressors in the workplace and how to intervene when needed. They will also be trained to recognize when the Peer Support Team needs to be activated.

LFRA Peer team members will be a group of firefighters that have specialized training in:

- | | |
|---|--|
| <ul style="list-style-type: none"> • ICC, policy, OG, 13-90-107(m)
- Confidentiality • Stress and trauma – Post Traumatic Stress(PTS), Acute Disorder(AD), Acute Stress Disorder(ASD), Post Traumatic Stress Disorder(PTSD) • Critical and traumatic Incidents – Trauma prevention • Concepts in traumatic exposure – Traumatic | <ul style="list-style-type: none"> Intervention Program(TIP) and Return To Duty(RTD) • Mental illness and retardation • PST member confidentiality • Stage model of peer counseling • Alcohol, drugs, and addiction • Depression and suicide • Grief and mourning • Debriefing concerns and issues • Keeping yourself healthy |
|---|--|

The Peer Support Program will provide LFRA personnel the opportunity to help each other during times of personal or professional crisis situations, to keep each other mentally well and prevent loss of valued employees. Nationally there have been many benefits of having an established PEER support team which include:

- A happier and healthier employee.
- Higher retention of personnel with decreased costs of recruiting and training new employees.
- Decreased use of sick leave, medical benefits, and administrative expenses.
- An avenue for employees to know what support resources are available to them and their families.
- Enhanced job satisfaction and increased safety.

Establishing a Peer Support Team

The steps to be taken in establishing the LFRA Peer Support Program are as follows:

- Determine the organizational model that will be utilized:
 - Stress First Aid – Developed by the National Fallen Firefighters Association
 - The Mitchell Model – Developed by Jeffery T. Mitchell, Ph.D.
 - Fire Department Peer Support – Developed by Jack A.Digliani, Ph.D., EdD

Though all models are similar in their design it is my recommendation that we utilize the model created by Jack Digliani. This model has been utilized by Loveland Police Department (LPD) for many years and has been tested and proven within their organization. It also allows us to utilize LPD as a resource for our team.

- Recruit and select Peer Support Team members
 - Based on the size of LFRA it has been determined that having a minimum of 6 and a maximum of 8 members for the team.
 - Members that are selected must have an interest, be committed, and have credibility. Ideally we would have members on each shift but team will consist of members that meet this criteria first.
 - Must possess good listening skills
 - Willingness to learn and attend additional team trainings
 - Understands and adheres to the confidential nature of Peer Support
- Train team members
 - Team members will attend a 4 day initial training put on by Jack Digliani
- Develop operational guidelines and policies
 - Operational Guidelines will include
 - Peer support parameters
 - Primary obligations
 - Duty to take action
 - Clarification of roles
 - Compensation
 - Debriefing
 - Team actions
 - Referral
 - Team requirements
 - Compliance with guidelines
- Implement Program
 - The program will be implemented when all members are trained and the operational guidelines and policies are developed
- Education of Employees
 - How to access Peer team
 - How it works
 - Level I Peer support techniques
 - Resources available

PEER Support Team Structure

LFRA Peer Support Team can be organized in several ways and remain in compliance with C.R.S. 13-90-170(m). Although the cost will be discussed in further depth this section will briefly discuss the differences of each.

- The *Team Coordinator* (TC) model utilizes an appointed peer support team coordinator. The team coordinator can assume any of the responsibilities specified within agency policy and the team's operational guidelines. The TC model is best applied in agencies where there is no or little funding. While not recommended, the team coordinator model is preferable to not having a peer support team. The most significant shortcoming of the TC model is that there is no program-endorsed licensed mental health professional providing clinical support for the members of the peer support team. Without such support, peer support team members are left to make decisions best made with professional consultation.
- The *Clinical Advisor* (CA) model utilizes a licensed mental health professional to advise peer support team members. The clinical advisor contracts with the agency not only to provide consultation for peer support team members, but also to meet monthly with the team to enhance team cohesion and provide ongoing training. The CA model includes the appointment of a team coordinator and can be established with modest agency funding.
- The most preferred, albeit the most expensive peer support team model is the *Clinical Supervisor* (CS) model. The clinical supervisor of the agency's peer support team is a licensed mental health professional who is either an employee of the agency or a contracted professional. The clinical supervisor assumes all of the responsibilities of a clinical advisor and provides direct counseling services to agency employees and their families. The actual services provided by the clinical supervisor are determined by either a job description or elements of a contract. In fully developed CS models, the clinical supervisor assumes the departmental position of staff psychologist (if licensed as a psychologist) and may prescribe medications if warranted.

Because LFRA continues to seek the most cost effective methods in all programs and projects it is my recommendation that we use the Clinical Advisor model. This model will allow LFRA to provide a highest level of support for our employees with the least financial impact.

Finances

With any program there is an associated cost that goes with it. I have researched several options and the following items will show the cost of developing the Peer Support program for LFRA.

- Initial Training
 - o Total fee for 4 members for a 4 day class - \$2000.00 plus overtime for members off duty. We can cut the class fee in half if we split the class fee with Poudre Fire Authority
 - o Team coordinator Model – N/A, not recommended
 - o Clinical Advisor Model - \$3000.00 per year – Most recommended
 - o Clinical Supervisor Model - \$45,000.00 per year – This model would give all employees direct access to a clinical psychologist. This would have the largest financial impact for LFRA
 - o Continuing education training – Overtime costs for 6-8 members to meet for 3 hours every month
 - o Overtime compensation for team call outs

Using an average overtime rate of \$48.88 per hour to estimate our overtime cost, and depending on who is chosen for the team we can estimate our overtime costs as the following:

- Initial training for 4 members for 40hours - \$7,820.80
- Team Trainings 24-36 hours per year - \$4,692.48-\$7,038.72
- Team call outs – 2 members minimum at \$48.88 per hour

Initial PEER team startup cost estimate for 2014:

Initial Class fee: \$2,000.00
 Initial class overtime: \$7,820.80
 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: \$55,186.40 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

Timeline

Recruitment and team selection – January 2014
Training – February 2014
Operational guideline and policy development - March 2014
Department Training – April 2014
Implementation – May 2014

Timeline may vary based on availability of instructor for the initial team training.

Conclusion

Certainly the pressures in today's workplace can affect the employee's ability to perform to their best. Employees in crisis and under extreme stress are susceptible to illness, injury and can make an increased number of mistakes. It is our goal to provide all members of Loveland Fire Rescue Authority the means to perform at the highest state of readiness. This will ultimately allow the citizens that we serve a higher level of service.

The more that we learn about stress and its effects on our employees, the clearer it becomes that we have an obligation to assist them with how to manage stressful situations. Fire departments throughout the United States have recognized the need for and have developed Peer Support Teams to assist their firefighters and their families in coping with stress. Loveland Fire Rescue Authority has recognized the importance of the fourth pillar to the success of our organization. Establishing a Peer Support Team will further enhance our ability to take care of our employees and will help LFRA continue to move from good to great.

Lt. Dave Schuetz

Description of Cost	Calculation Assumptions	2014 Cost in \$'s	Annual Cost in \$'s Thereafter (not considering inflationary increases)
Clinical Supervisor Fee on a contract basis	½ of Clinical Psychologist on contract at a negotiated price	\$35,000.00	
Clinical Supervisor - LFRA/City of Loveland Employee	½ of salary and benefits		\$45,000.00
Jack Digliani	½ of \$1,000 monthly retainer for 9 months	4,500.00	0.00
LFRA Peer Support Team Training Course Registration	\$2,000 Initial Flat Rate Fee for a 4 day class in 2014 and \$2,000 for 2 additional members in 2015	2,000.00	2,000.00 (only when new members are added)
LFRA Peer Support Team Overtime for Initial Class	10 hours a day for 4 days for 4 members in 2014 and 2 members in future years @ \$48.88 (OT wage and related costs)	7,820.80	3,910.40
LFRA Peer Support Team - Additional Team Trainings	30 hours for 4 members in 2014 and 36 hours for 6 members in future years	5,865.60	10,558.08
LFRA Team Call Outs	2 members minimum \$48.88/hour	Depending on the number of times they are called out	Depending on the number of times they are called out
Total Program Estimate Excluding Call Outs 2015 and Beyond		\$55,186.40	\$61,468.48 in 2015 \$59,468.48 + inflation in 2016 and beyond

Agenda Item Cover

Item No.: 8

Meeting Date: February 13, 2014

Prepared By: Renee Wheeler, Public Safety Administrative Director



50 of 64

TITLE

Review Briefing Papers and Correspondence

EXECUTIVE SUMMARY

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

- Station Two Updates
- Improvement in our 4th Pillar for LFRA
- Residential Fire Sprinklers Steering Committee
- LFRA Fire Chief and Succession Planning in 2014
- LFRA Training Center
- Innovest Addendum for Consolidated Volunteer Pension
- Significant Incidents

BACKGROUND

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

STAFF RECOMMENDATION

N/A

FINANCIAL/ECONOMIC IMPACTS

N/A

ASSOCIATED STRATEGIC GOALS

N/A

ATTACHMENTS

- Fire Chief's Monthly Report
- Letters
- November and December Statistics



Fire–Rescue Administrative Division

Chief Randy Mirowski and Public Safety Administrative Director Renee Wheeler

Month of January 2014 Overview-

The month of January saw the beginning of a new year and again, a very busy month for our organization. We continued with numerous activities related to the 2013 Flood and our recovery/ restoration process. In addition there was a focus on new fire station two, including groundbreaking, and the future of old fire station two. We continued with our work with Priority Based Budgeting, conducted several leadership training sessions for our officers, held promotional and hiring processes, and focused some of our attention on building a stronger 4th Pillar for LFRA; improving our human resource asset. Most of these activities, and others, will be elaborated on in the following pages of this report.

Fire Station Two Updates-

January was a very productive month for new fire station two. We broke ground on the new station on January 15th, the construction trailer and fencing was placed on the 20th, site work began on the 27th, power to the site was connected on the 30th and our first weekly construction meeting was held on site on the 30th. Site work is making real progress with heavy equipment moving lots of dirt and the station layout can be seen with a little imagination. The construction timelines have been updated with a move in date of 10/10/14.

Improvement in our 4th Pillar for LFRA-

Last year in the 2013 Vision Tour, we introduced a concept known as The Four Pillars of Success for LFRA. Those pillars include: Operations/ Suppression, Community Safety Division, Administration, and our Human Resource Assets. We believe we are doing really well in the first three listed pillars, but could make improvements in our 4th Pillar. Thus far, we have made improvements in the performance evaluation system, improved our pay plan and managed well the merit pay process for 2013. In January, we made improvements in this 4th Pillar by working with LPD and developing a joint Peer Support System (LFRA and LPD). Funding was identified to establish this program in 2014. Training for the firefighters serving in key leadership roles and team members will take place in February in Fort Collins. We will spend a good portion of the year in the program development and implementation phase, but we are well on our way to having a solid program to assist our firefighters in dealing with critical incident stress and post-traumatic stress. Finally, we were able to re-establish in January our Tuition Reimbursement program for higher education. This program will assist our firefighters as they pursue higher levels of education in academics and in their pursuit of college degrees.

Residential Fire Sprinklers Steering Committee-

In January we held our first steering committee meeting for residential fire sprinklers in new one and two family residences in the City of Loveland. In all there were eighteen people present representing a variety of stakeholders including contractors, developers, architects, real estate, the sprinkler industry, plumbers, council, and government. The meeting began with an explanation of the mission of the group as charged by City Council, followed by some discussion on the current codes that apply, FRAC's role in this process and a stimulating open conversation where everyone had a chance to express their thoughts, concerns or questions about the future and the direction of the steering committee. We established a meeting schedule and time and are working on the selection of a steering committee chair. The next meeting will be February 24th.

LFRA Fire Chief and Succession Planning in 2014-

In January, the LFRA fire chief announced that 2014 would be his final year within the organization. Chief Mirowski will be retiring from the fire service after 41 years of service. The announcement was made early in the year to provide ample opportunity for the development of a succession plan and selection process for the new fire chief, and to inform and ensure all of our LFRA members and colleagues that the chief would be with the organization throughout 2014 to accomplish all of the goals and objectives as set by the fire authority board. A meeting was held with the City Manager, the LFRA Board Chairman and the fire chief to discuss the process for selecting a new chief in 2014. The item will be discussed at the February LFRA Board meeting.

LFRA Training Center-

In January significant progress was made in the recovery process and rebuilding of the LFRA training center from the 2013 Flood. At this time, all of the electrical, all drywall and insulation in the classroom building have been completed. Insulation in the modular Command Training Center has been completed. Painting and tile work, along with exterior electrical work on the gate and fencing will also need to be completed in the coming weeks. The center is operational in specific areas, such as the burn building; however, other areas like the classroom remain unavailable. It is hoped that all work will be completed by next month.

Innovest Addendum for Consolidated Volunteer Pension-

We have received further information on the Innovest proposal. This includes defining the steps of freezing the current defined benefit plan and establishing a defined contribution LOSAP plan. Staff will have additional information for the LFRA Board, as requested in December, for this addendum.

Significant Incidents During January-

We had several significant incidents during the month of January; including a garage fire on North Madison and a double fatality fire on Butte Road. See Chief Ward's report in Operations for more details on this fire.

Other Fire Department Activities in January:

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

- Final Approval for funding for new fire station two- appropriations
- Completing the needed and ongoing training efforts for our firefighters
- All department officer meeting and training
- Various board and commission meetings
- Discussions for Emergency Management accreditation
- Lincoln Hotel meetings and 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
- Continuing the work in the Community Safety Division to improve citizen safety through prevention
- Combined Chief Officers and Captains meeting with Thompson Valley EMS
- Flood Claims Meetings with Insurance Representatives
- Participated in Master Planning Meetings for FAB and its Future
- Rural Board Meeting
- Fire Rescue Advisory Commission Meeting

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

January 2014

Operations & Training Update

Operations & Training Update

- o Promotional testing was completed, to fill the vacancy created by the departure of Randy Chase,
Kurt Nakata – Lieutenant
Alex Klinger – Engineer
Adam Baukol – Firefighter Level I
- o McKee Medical Center has offered the use of a 3rd floor wing for training that is currently unoccupied; LFRA Crews will be conducting training at the site in late December through January.
- o Crews completed training on new radio procedures; the training was conducted by Lieutenant Dave Friedrichsen.
- o Completed Blue Card Certification classes for Evans, LaSalle, Platte Valley and Rocky Mountain Fire Departments.
- o Milliken Fire District completed live fire training at the LFRA Training Center.
- o Personnel completed annual CPR certification classes.
- o Annual wildland Red Card safety refresher training was started in January and will carry through February.
- o Conducted an all department officer training covering several leadership / supervisory subjects.
- o Several members of the LFRA Blue Card staff toured the South Metro Command Training Center; they are exclusively using iPads for the simulations.
- o Conducted meetings with Loveland Police and Thompson Valley EMS in regards to cooperative response to all hazards incidents.
- o Reconstruction work at the Training Center included insulation, dry wall and paint in the main classroom building and restoration work under the Command Training Center.

Significant Incidents

- o Residential structure fire on Susan Drive, small fire was contained to the garage of the house.
- o Manufactured home fire on Butte Road, the fire resulted in two civilian fatalities. The fire was contained to the unit of origin.
- o Residential smoke investigation on Idlewild Lane in the Big Thompson Canyon, very small fire was located in the duct work. Access was challenging due to a flood damaged bridge, the only engines that were able to access the area were Type 6 Brush Engines.
- o Detached garage fire on East 7th Street, fire was contained to the garage.

Apparatus Update

- o The Apparatus Committee continued work on the aerial tower purchase, the contract will be signed in the very near future; construction time is eight to nine months; (See attached picture of aerial-tower).



Butte Road Fire



7th Street Garage Fire



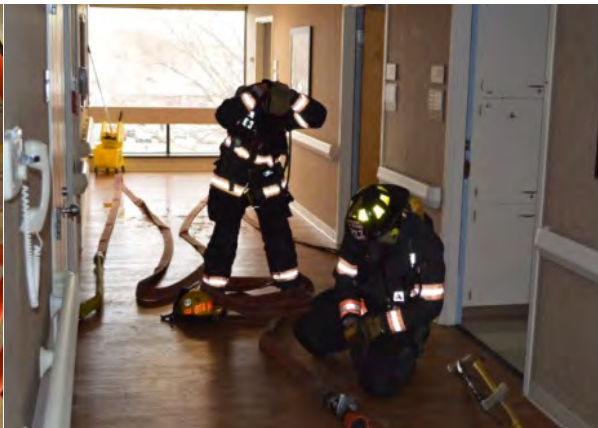
Idlewild Smoke Investigation



Susan Drive Garage Fire



Training Center – Large Classroom



High Rise Training at McKee Medical Center

Community Safety Division

Division Chief Ned Sparks

January 2014

Update on division, programs and projects:

- ❖ Continued work within the DRT leadership with mid-managers group meeting with Building and Economic Development to discuss working more collaboratively.
- ❖ School Board Meeting standby at the request of the R2J Board President.
- ❖ Restructuring job duties within CSD and setting up goals for 2014. Two work groups are in place who work collaboratively; Carie and Ingrid with planning, Scott and Kurt with inspections – Schools, Health Care, Hazmat permitting, Business Safety Visits, Fire Investigations, Citizen Complaints, Public Education.

Significant Plan Review:

- ✖ Amerimax, Seventh Day Adventist School Bargain Storage, Police Shooting Range
- ✖ Madwire final fire alarm inspection at Rialto Bridge completed.

Code enforcement & Public Education:

- R2J School Inspections continue. Three Safety Village presentations to preschoolers.
- Lincoln Hotel meeting and appeal process continues. Hearing before FRAC has been set for February 12.
- Safety Visit program assessments for finalizing the Engine crews list is complete and LT Willson.
- “Chillers” building fire code problems unresolved – need to work with Building to determine direction.



Emergency Management:

- ✚ Continue flood recovery operations and AAR the EOC.
- ✚ Reallocation of Emergency Management to work directly for Fire Chief and will move cubicle space to Fire Administration.



Gretchen and Charlie Gale
7127 Hana Hwy
PO Box 217
Hana, HI 96713
(808) 248-8489
charlie@halehana.com

December 31, 2013

Mr. Scott Dorman, Chief
Estes Valley Fire Protection District
901 N. St. Vrain Ave.
Estes Park, CO 80517

Chief Dorman,

Please accept the enclosed check for \$500 as a contribution to the ongoing operation of the Estes Valley Fire Protection District. We were seasonal residents from late last Spring until shortly after the September flooding, living on Berthoud Dale Lane just down the canyon on the Big Thompson River. While we live permanently in Hawaii we are both "native" Coloradans and had left our home in Sunshine Canyon above Boulder just over a year ago. We had returned to Colorado in May in order to have knee replacement surgery and the many months of rehabilitation with familiar doctors in familiar surroundings. A friend had offered us their cabin on the river and we quickly accepted.

When the dam releases began early in the day we were quickly isolated. With no way out water was over the bridge and up to our doorstep by first light. We had spoken with you in the morning before the phones went out following calls from our mutual friend Tad Bartimus, a neighbor in Hawaii and a former Estes Park resident. You confidently assured us everything would be done to protect us. As the hours passed we prepared to climb higher and to survive while watching rescue equipment gather across the river, close but out of reach as the water just kept rising. Then, late in the afternoon we saw three rescuers come walking out of the woods.

We don't know their names, but we know them and what they are made of. They save lives, at the risk of their own. They hold a community together, particularly in times of crisis. They are calm, competent and infinitely reassuring, traits demonstrated constantly through that frightening afternoon and early evening as they rigged up the rescue zip-line that got us safely across the river. (The video of Charlie seemed to play endlessly on television for days!). When all 11 people on our "wrong" side of the river were safely out, the three rescuers walked back out through the woods, in the rain, in the dark carrying our two dogs out with them. They had only said "trust us, we'll get them out" as we clipped into the rescue line. Trusting them was easy. Shortly after we were safely in shelter your crew delivered two wet but very safe and happy dogs right to our door. We are forever grateful, for it all.

Simply, thank you all.



Dear Fire Rescue Team,

I know you touch + save lives as part of your routine everyday, but on Dec. 15th it was mine. My truck rolled eight times across I-25, through a fence, and 95 ft more before it stopped. I had no broken bones, head injuries, stitches or injuries of any kind except a scrape on my hand about the size of a quarter. All throughout, you were all kind, polite, + gentle while you kept me calm as I was cut from my vehicle. Thank you is nowhere near big enough; you have all the gratitude my heart is capable of. Thank you.

With sincere appreciation
for your thoughtfulness.

Each one of you is wonderful
Thank you for all you do!
Best wishes in the years
to come.

Sincerely,

Emille Webb





**Changing
Leads**
at Hearts & Horses
Equine Facilitated Learning

Hearts & Horses Inc.
163 County Road 29
Loveland, CO 80539
www.heartsandhorses.org
(970) 663-4200

We are so very grateful to have an AED out here! Thank You so much for the wonderful donation!

-KURLY KATIE-

Thank You so much for your wonderful contribution!
- Stefan

Thank you so much for the AED and the support! Megan

Thanks a million!
Orange

Thank you for this wonderful donation. We so appreciate you guys!
Rock!!

Lisa Ski

Thank you very much!
Tamara

Thank you for helping us improve!
Bailey

Dear Fire Chief Randy Mironski
and the Loveland Fire Department,

Thank you so much for your AED Donation to Hearts and Horses. We are thrilled to have an AED on property and look forward to the security and peace of mind it will provide us now and in the future!

Thank you so much for thinking of us!
Alison & Brian



Thank you from the bottom of our hearts....

The Kiawians have been working the "Safety Village" project for over 20 years. Over this period over 15,000 Pre-School children have attended. The Kiawians are the legs and workers for and at the programs -

The parents and teachers appreciate what we allow. The work-books given to the children re-enforce the class as the often add them to their curriculum.

We wish to thank Scott for all his dedicated work for this program. Without Scott it would be tough!

We cordially are inviting you to come and see one or more of our programs. Thank you.

Very Best Regards,

Robert Brezée

President

Loueland Golden Kiawians Club



Randy Marouski, Fire Chief
Dear Randy,

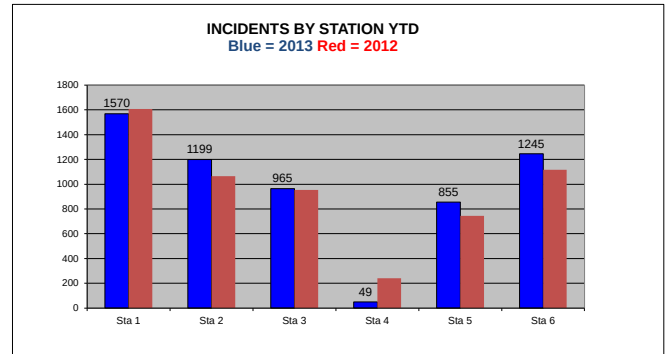
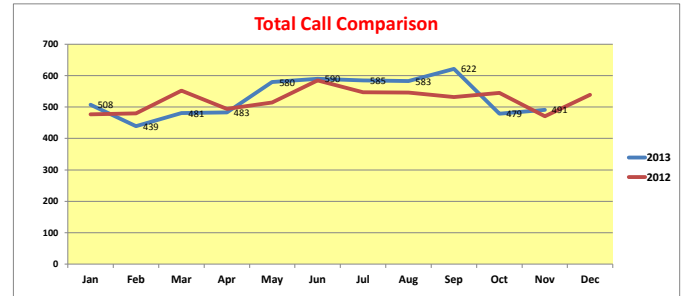
We of the Loueland Golden Kiawians Club so appreciate Scott Reigle and his work at the "Safety Village" which is funded by the Loueland Police Department

and worked by Scott for the Fire Department and Mary Manchis for the Police Dept. We all sponsor the program.

C.C. Scott Principal

CALL INFORMATION					
INCIDENT TYPE	CITY	RURAL	MO. TOTAL	YTD	%
Structure Fire (Residential)	3	0	3	23	
Structure Fire (Commercial)	0	0	0	5	
Vehicle Fire	0	1	1	27	
Grass/Wildland Fire	0	1	1	31	
Smoke/Odor Investigation	5	5	10	146	
Fire Alarm	39	10	49	536	
Other Fire	11	4	15	218	
Total Fire Related	58	21	79	986	17%
Total Medical (EMS)	208	22	230	2,884	49%
Motor Vehicle Accident	39	22	61	627	
Hazmat	8	1	9	125	
Water/Ice Rescue	1	1	2	44	
Carbon Monoxide	15	3	18	138	
Public Asst. (Service)	20	3	23	343	
Cancelled Enroute	34	18	52	587	
No Incident Found	6	1	7	99	
Airport Standby	10	0	10	49	
Airport Emergency	0	0	0	1	
Total Miscellaneous	133	49	182	2,013	33%
Month-End Total	399	92	491		
Year Cumulative	4,581	1,302		5,883	
Percentage YTD	78%	22%			

Average Response Times YTD in Minutes	Prev. Year	Fire Confined to Room of Origin	Previous Year
Call to Tone Out	2.16	2.03	70%
Dispatch to Enroute	0.99	1.03	
Enroute to 1st Arrival	2.80	3.38	
Average on Scene	10.87	8.21	



MUTUAL/AUTO AID STATISTICS YTD				
	Received	Hours	Given	Hours
Fort Collins	46	42.5	95	54
Previous Year	38	32	141	69
Berthoud	28	36	60	44
Previous Year	18	13	42	28
Big Thompson Canyon	8	42.5	53	92
Previous Year	6	3	50	46
Windsor	55	34.5	35	19.5
Previous Year	32	14	24	27

	Hrs/Month	Hrs/Prev Month	Hrs/Prev Yr.	Hrs/Year to Date
Shift	827.00	1,048.00	14,346.00	11,510.00
Volunteer	24.00	23.00	905.00	207.50
Admin	100.00	75.00	835.00	778.00
Total	951.00	1,146.00	16,086.00	12,495.50
Vol. Shift Hours	242.00	227.50	7,497.00	3,474.50

LOSS/SAVE INFORMATION				
Type of Fire	City		Rural	
	Loss	Save	Loss	Save
Residential Structure	\$ 191,000	\$ 401,460	\$ -	\$ -
Commercial Structure*	\$ -	\$ -	\$ -	\$ -
Other Fires	\$ 2,300	\$ -	\$ -	\$ -
Month Total	\$ 193,300	\$ 401,460	\$ -	\$ -
Year Cumulative	\$ 2,228,365	\$ 5,698,875	\$ 8,560	\$ 202,862

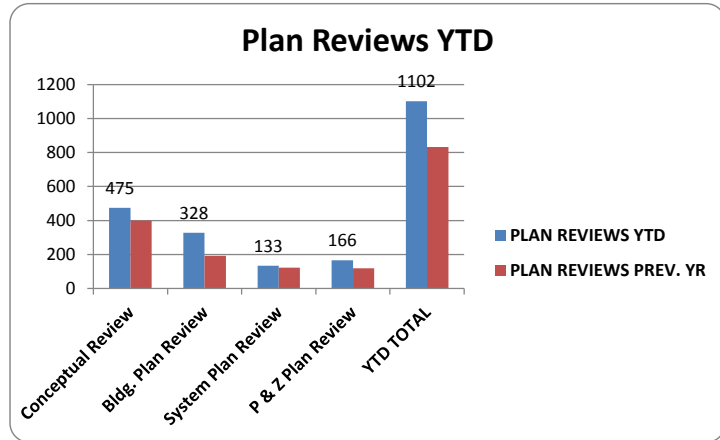
Specialized Disciplines Training					
	YTD Courses	Prev. Yr. Courses	YTD Hrs.	Previous Yr. Hrs.	OT Hrs.
Collapse	17	12	9	11	
Rope	108	115	123	133.5	
Confined Space	11	14	29	16.25	
Search/Rescue	4	7	6	11	
Water	48	72	68	104.5	
TAC	5	12	26	64	
Hazmat	104	110	170	121.5	
Wildland	132	273	303.5	712	
YTD TOTALS	429	615	734.5	1,173.75	
					1,318
					\$38,414.00

LFRA COMMUNITY SAFETY DIVISION

November, 2013

PLAN REVIEW STATISTICS

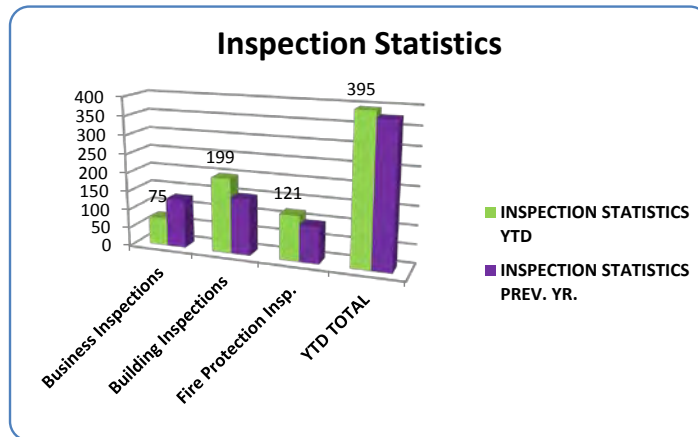
	City	Rural	Totals	Hours
Conceptual Design	112	2	114	140
Previous Month	83	2	85	73
Previous Year	379	20	399	243
YTD Total	450	25	475	550
Building Plan Reviews	27	0	27	72
Previous Month	22	2	24	65
Previous Year	187	5	192	145
YTD Total	305	23	328	531
System Plan Reviews	14	0	14	20
Previous Month	16	1	17	25
Previous Year	119	4	123	94
YTD Total	129	4	133	189
P & Z Plan Reviews	15	2	17	25
Previous Month	9	0	9	15
Previous Year	95	23	118	106
YTD Total	153	13	166	283
TOTAL REVIEWS YTD	1037	65	1102	
Previous Year	780	52	832	



Average days in review - 9.2 days
Percent within goal time - 78%

INSPECTION STATISTICS

	City	Rural	Total	Hours
Business Inspections	8	0	8	13
Previous Month	12	1	13	29
Previous Year	130	20	150	187.5
YTD Total	75	18	93	120
Building Construction	11	6	17	29
Previous Month	18	2	20	40
Previous Year	150	20	170	215.5
YTD Total	199	45	244	343.5
Fire Protection System	9	0	9	8
Previous Month	17	2	19	11
Previous Year	98	5	103	80
YTD Total	121	12	133	112
TOTAL INSPECTIONS YTD	395	75	470	
Previous Year	378	45	423	

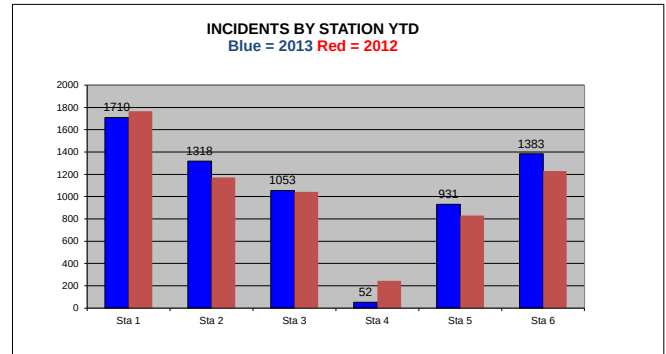
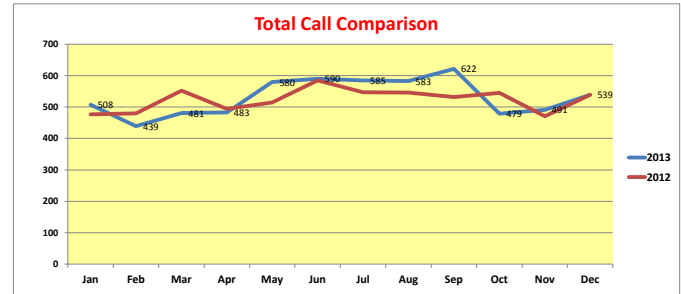


CSD OTHER ACTIVITIES

	City	Rural	Hours	Mo. Total	Prev. Mo.	Prev. Yr.	YTD Total	Highlights/Projects
Building/Systems Permits	12	0	3	12	10	131	123	* Bureau 5 did safety presentation for Harvest Point Senior Living
Hazmat Permits	7	1	2	8	3	97	102	
Tents/Special Events	1	0	0.5	1	1	80	73	* Attended a Fire Sprinkler Systems class in Fort Collins (3-day class)
Burn Permits Issued	0	17	1.5	17	11	100	120	
Investigations	3	0	42	3	2	33	46	* Fire investigation at 809 S. Del Norte on a fatality fire
Service Call/Complaints	6	0	4	6	5	104	75	
Car Seats Installed	11	0	5	11	13	132	119	* Continued Engine Company Inspection Training
JFS Program	0	0	0	0	0	24	11	
Public Education Events	1	0	2	1	1	60	42	
Total Pub. Ed. Contacts	253			253	225	8,018	2,561	

CALL INFORMATION					
INCIDENT TYPE	CITY	RURAL	MO. TOTAL	YTD	%
Structure Fire (Residential)	0	2	2	25	
Structure Fire (Commercial)	0	0	0	5	
Vehicle Fire	0	0	0	28	
Grass/Wildland Fire	0	1	1	32	
Smoke/Odor Investigation	10	1	11	158	
Fire Alarm	69	3	72	611	
Other Fire	3	2	5	223	
Total Fire Related	82	9	91	1,082	16%
Total Medical (EMS)	241	39	280	3,167	49%
Motor Vehicle Accident	28	12	40	669	
Hazmat	5	2	7	132	
Water/Ice Rescue	0	1	1	44	
Carbon Monoxide	22	2	24	161	
Public Asst. (Service)	21	6	27	374	
Cancelled Enroute	28	28	56	645	
No Incident Found	7	4	11	109	
Airport Standby	2	0	2	52	
Airport Emergency	0	0	0	1	
Total Miscellaneous	113	55	168	2,187	34%
Month-End Total	436	103	539		
Year Cumulative	5,025	1,411		6,436	
Percentage YTD	78%	22%			

Average Response Times YTD in Minutes	Prev. Year	Fire Confined to Room of Origin	Previous Year
Call to Tone Out	2.35	2.36	60%
Dispatch to Enroute	1.02	1.05	
Enroute to 1st Arrival	3.25	4.13	
Average on Scene	17.17	20.59	



MUTUAL/AUTO AID STATISTICS YTD				
	Received	Hours	Given	Hours
Fort Collins	50	48.5	110	58.5
Previous Year	44	18	150	72
Berthoud	28	36	60	44
Previous Year	20	14	45	30
Big Thompson Canyon	8	42.5	59	98
Previous Year	6	3	53	47
Windsor	65	38	36	20
Previous Year	42	16.5	28	29

	Hrs/Month	Hrs/Prev Month	Hrs/Prev Yr.	Hrs/Year to Date
Shift	677.00	827.00	14,799.00	12,187.00
Volunteer	98.50	24.00	925.00	306.00
Admin	48.00	100.00	883.00	826.00
Total	823.50	951.00	16,607.00	13,316.00
Vol. Shift Hours	340.50	242.00	8,483.00	3,815.00

LOSS/SAVE INFORMATION				
Type of Fire	City		Rural	
	Loss	Save	Loss	Save
Residential Structure	\$ -	\$ -	\$ -	\$ -
Commercial Structure*	\$ -	\$ -	\$ 37,275	\$ 157,725
Other Fires	\$ -	\$ -	\$ 5,000	\$ -
Month Total	\$ -	\$ -	\$ 42,275	\$ 157,725
Year Cumulative	\$ 2,228,365	\$ 5,698,875	\$ 50,835	\$ 360,587

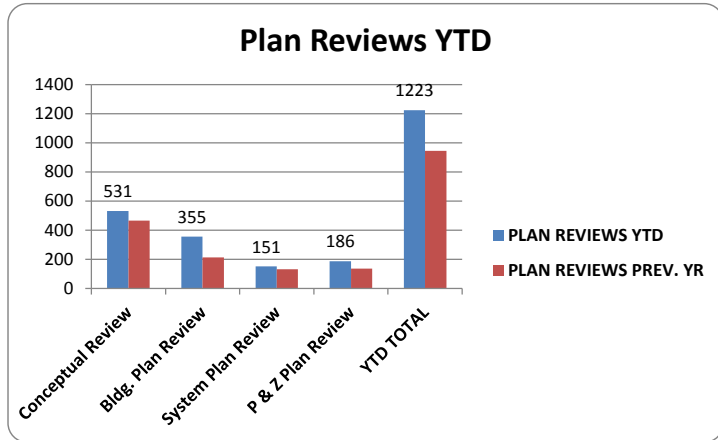
Specialized Disciplines Training				
	YTD Courses	Prev. Yr. Courses	YTD Hrs.	Previous Yr. Hrs.
Collapse	19	12	11	11
Rope	112	120	129	141
Confined Space	11	18	29	18
Search/Rescue	4	9	6	14
Water	54	98	73	119
TAC	5	12	26	64
Hazmat	105	110	171	121.5
Wildland	133	294	304	853
YTD TOTALS	443	673	749	1,341.50
				1,373

LFRA COMMUNITY SAFETY DIVISION

December, 2013

PLAN REVIEW STATISTICS

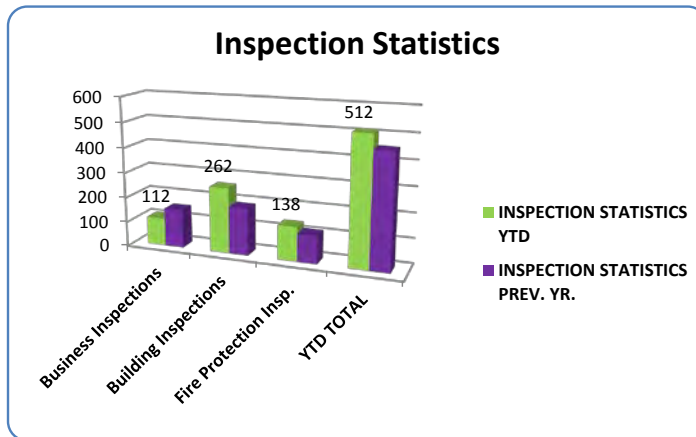
	City	Rural	Totals	Hours
Conceptual Design	53	3	56	52
Previous Month	112	2	114	140
Previous Year	444	21	465	282
YTD Total	503	28	531	602
Building Plan Reviews	23	4	27	77
Previous Month	27	0	27	72
Previous Year	206	6	212	172
YTD Total	328	27	355	608
System Plan Reviews	17	1	18	27
Previous Month	14	0	14	20
Previous Year	128	4	132	103
YTD Total	146	5	151	216
P & Z Plan Reviews	18	2	20	30
Previous Month	15	2	17	25
Previous Year	112	24	136	114
YTD Total	171	15	186	313
TOTAL REVIEWS YTD	1148	75	1,223	
Previous Year	890	55	945	



Average days in review - 8.4 days
Percent within goal time - 77%

INSPECTION STATISTICS

	City	Rural	Total	Hours
Business Inspections	19	0	19	38
Previous Month	8	0	8	13
Previous Year	133	21	154	192
YTD Total	94	18	112	158
Building Construction	17	1	18	27
Previous Month	11	6	17	29
Previous Year	169	20	189	242.5
YTD Total	216	46	262	370.5
Fire Protection System	5	0	5	7
Previous Month	9	0	9	8
Previous Year	106	6	112	86.5
YTD Total	126	12	138	119
TOTAL INSPECTIONS YTD	436	76	512	
Previous Year	408	47	455	



CSD OTHER ACTIVITIES

	City	Rural	Hours	Mo. Total	Prev. Mo.	Prev. Yr.	YTD Total	Highlights/Projects
Building/Systems Permits	12	3	7	15	12	143	138	* Bureau 2 began inspections and site visits at Gallery Flats, 6th & Lincoln.
Hazmat Permits	2	0	0.5	2	8	99	104	
Tents/Special Events	0	0	0	0	1	80	73	* Set up Company Training at McKee Medical Center unoccupied floors/stairs.
Burn Permits Issued	0	12	3	12	17	107	132	
Investigations	0	2	5	2	3	37	48	* Finished S. Del Norte fire investigation report.
Service Call/Complaints	3	0	4	3	6	108	78	
Car Seats Installed	12	0	6	12	11	140	131	* Bureau 7 attended Car Seat Technician class and obtained his Technician Certification.
JFS Program	0	0	0	0	0	27	11	
Public Education Events	2	0	6.5	2	1	61	44	
Total Pub. Ed. Contacts	145			145	253	8,385	2,706	