Loveland Fire Rescue Authority Board Meeting

Police Institute
810 E. 10th Street
Loveland, Colorado 80537
Thursday, May 29, 2014

1:00 PM

Loveland Fire Rescue Authority (LFRA) Board Meeting Agenda
Police and Courts Building, 810 E. 10th Street, Police Institute
Loveland, Colorado 80537
Thursday, May 29, 2014
1:00 PM

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

AWARDS AND PRESENTATIONS

CITIZEN LIFE SAVING AWARDS

- **MARK WILLIAMS - ZAHOUREK**

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 April 10, 2014 Loveland Fire Rescue Authority Board Meeting

2. Consider a Resolution to Appropriate a Supplemental Appropriation Approved March 13, 2014

3. 2014 First Quarter Budget Report – Budget Biz

End of Consent Agenda

Loveland Fire Rescue Authority (LFRA) Board Meeting Agenda
Police and Courts Building, 810 E. 10th Street, Police Institute
Loveland, Colorado 80537
Thursday, May 29, 2014
1:00 PM

REGULAR AGENDA

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

4. Consider the Selection Process for the Fire Chief

5. Consider the LFRA Proposed Accreditation Implementation Plan

6. Presentation of the Training Program

7. Review Briefing Papers and Correspondence
   a. Chief's Report
   b. Letters
   c. March Statistics

8. Board Member New Business/Feedback

9. Any Other Business for Board Consideration
   a. Use of Appropriated funds for an alternate purpose

ADJOURN

Agenda Item Cover

Item No.: 1

Meeting Date: May 29, 2014

Prepared By: Renee Wheeler, Public Safety Administrative Director

TITLE

Consider the Minutes from the April 10, 2014 Loveland Fire Rescue Authority (LFRA) Board Meeting

EXECUTIVE SUMMARY

The attached document, prepared by Roylene Sterkel, is a record of the April 10, 2014 LFRA meeting. It details the discussions at the meeting including the approval of the consent agenda (minutes), the 2013 Annual Report, a report on the Tac Fire Program, 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, April 10, 2014

Members Present:

Board Chair Jeff Swanty
Mayor Cecil Gutierrez
Fire Chief Randy Mirowski
Division Chief Greg Ward
Assistant City Attorney Tree Ablao
Public Safety Admin. Dir. Renee Wheeler
Rural Board Secretary Greg White
Councilor John Fogle
City Manager Bill Cahill
BSC Roylene Sterkel
Division Chief Ned Sparks
Rural Board President Dave Legits

Members Absent:

None

Visitors:

Police Chief Luke Hecker
BC Michael Cerovski
BC Tim Smith
FF Trevor Twogood
Chad Raabe & Family
Jay Denning & Family
Marc Kapaska
Mark Levick
Melissa Ashland
Shawn Terrel
Ashley Iverson

Call to Order:

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

Awards and Presentations:

Chief Mirowski welcomed recipients of Life Saving Awards to be presented today. He talked about the importance of CPR assessment and early activation of 911 in cases where someone's life is at stake.

BC Cerovski summarized the situation when a city employee had a cardiac event in which other city employees stepped in and helped save his life. He and Chief Mirowski presented Life Saving Awards to Marc Kapaska, Mark Levick, Melissa Ashland, Shawn

Terrel and Ashley Iverson.

BC Smith summarized another incident at Thompson Valley High School whereby a student experienced a cardiac event. He and Chief Mirowski presented Life Saving Awards to Coach Chad Raabe and Coach Jay Denning for helping save the students life.

Public Comment:

None

Consent Agenda:

1. Consider the minutes from the March 13, 2014 Loveland Fire Rescue Authority Board Meeting.

Mayor Gutierrez moved to approve the Consent Agenda. Rural Board President Legits seconded the motion and it carried.

Regular Agenda:

2. Presentation of the 2013 Annual Report:

Safety Admin. Director Wheeler shared a Power Point presentation highlighting LFRA's financial and operational activities in 2013. The presentation included an Executive Summary, a Community & Organizational Overview, LFRA Response by the Numbers and Achievements in 2013. The complete report will be distributed to the City and the Rural District. The report will also be posted on the Website.

Chief Mirowski talked about the fact that LFRA does not respond to Alpha/Bravo (non-life threatening incidents), but if we did, it would amount to approximately 2,000 more calls per year. This is due to the fact that TVEMS provides excellent response for those calls. Our Airport Standbys were less by 191 due to Agilent not flying in and out, but our call volume was still higher than in 2012. The Chief thanked the Board and City Council for their support for resources.

Mayor Gutierrez asked if the "After Action Review" for the flood was addressing any communication problems between agencies (fire, police or other departments). Chief Mirowski said that considering the situation, he felt communications went pretty well; however we are not where we need to be to communicate with all agencies involved in an incident. Chief Ward said that when we were able to purchase the new 800 MHz radios with grant funding, we passed along the old radios to other city agencies. New "City of Loveland" channels have been programmed into the radios allowing good communication city-wide if needed. City Manager Cahill said that the "After Action" meetings have been on-going for three months now. PSAD Wheeler said that we have asked for $60,000 for a satellite transmitter for future use. Chief Hecker reaffirmed that the "After Action Plan" is identifying any future problems.

Chief Mirowski reported that our annual report is getting rave reviews and he

thanked PSAD Wheeler for all her hard work putting it together. Pamela Muse with the West Regional Alliance for Innovation has requested a copy for reference. City Manager Cahill said that it is a great report and is a reflection of a great department/people. Mayor Gutierrez said that he gets many invitations to speak about our response during the flood and he knows that's because of our excellent work during and after the incident. Rural Board President Legits said that the excellence in the EOC contributed to a remarkable response.

3. Presentation of the "Tac Fire" Program:

Chief Cerovski shared a presentation relative to how LFRA is working in conjunction with the Loveland PD SWAT Team. The culture nationally is changing toward fire departments being trained for these types of programs. Police Chief Hecker said that these trainings and activities are drawing teams from police and fire together to save lives. Chief Mirowski said it is important for LFRA to move forward with this concept and we have the leadership and people to accomplish that. City Manager Cahill said it's good that the community is being proactive and investing more resources and energy in this direction. Chief Cerovski said that LFRA has asked for rollover monies to be able to purchase the proper PPE for the Tac Fire Program. Mayor Gutierrez asked what the reception has been in the department for being involved in the program. Chief Cerovski said there are a lot of people who want to be involved and are supportive. Chief Ward said there will be a lot of training in the future with this objective in mind. The program builds trust between LFRA and Loveland Police.

4. Review Briefing Papers and Correspondence:

Nothing new to report aside from what was included in the Board agenda packet.

5. Board Member New Business/Feedbact:

None

6. Any Other Business for Board Consideration:

None

Minutes submitted by Secretary Sterkel

Agenda Item Cover

Item No.: 2

Meeting Date: May 29, 2014

Prepared By: Renee Wheeler, Public Safety Administrative Director

TITLE

Consider a Resolution to Appropriate a Supplemental Appropriation Approved March 13, 2014

EXECUTIVE SUMMARY

The appropriation of the supplemental appropriation for the 2013 carryover is the final step in the supplemental budget process.

BACKGROUND

The supplemental budget appropriation of the 2013 budget savings was approved by the Loveland Fire Authority Board in March. It was then submitted to the governing partners consistent with the provisions of the intergovernmental agreement that established the Authority. The Loveland Rural Fire Protection District approved the appropriation April 2, 2014 and the City of Loveland City Council approved the appropriation April 18, 2014. The appropriation by the LFRA Board is the last step in the process.

STAFF RECOMMENDATION

Approve the appropriation as presented

FINANCIAL/ECONOMIC IMPACTS

Addition of the 2013 budget savings requested to the 2014 budget.

ASSOCIATED STRATEGIC GOALS

Deliver cost effective services.

ATTACHMENTS

Resolution

RESOLUTION NO. R-033

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

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

WHEREAS, the Rural District's 2014 budget includes contingency appropriations for projects not completed or closed out by the end of 2013, to permit expenditure of such funds to continue with respect to ongoing projects; and

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

WHEREAS, the Loveland Fire Rescue Authority Board held a public hearing and authorized the expenditure of these funds by approving this supplemental budget on March 13, 2014; and

WHEREAS, the City Council authorized the expenditure of these funds by enacting a supplemental budget and appropriation to the City budget for 2014 on second reading April 15, 2014, as authorized by Section 11-6(a) of the Loveland City Charter; and

WHEREAS, the Rural District Board desires to authorize the expenditure of these funds by voting to approve the expenditure of their appropriated contingency in the Rural District budget for 2014 on April 2, 2014, as authorized by state law; and

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

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

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

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

2013 Rollover/Carryover Money for Appropriation in 2014

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

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

FICA	604-22-223-1654-41544	400	Part Time assistance with permits
Non-Benefit Salary	604-22-227-1601-41012	4,650	Records Mgmt Summer Intern
FICA	604-22-227-1601-41544	350	Records Mgmt Summer Intern
Prog. Supplies	604-22-223-1651-42078	5,290	
Total Uses of Funds:		$477,840	

Section 2. That as provided in Article IV: Section 4.1 of the Intergovernmental agreement for the Establishment and Operation of the Loveland Fire Rescue Authority as a Separate Governmental Entity, this Resolution shall be published in full by the Board Secretary.

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

ADOPTED this 8th day of May, 2014.

Jeffrey M. Swanty, Chairperson

ATTEST:

Secretary

Approved as to form:

Teresa Ablao
Assistant City Attorney

Agenda Item Cover

Item No.: 3

Meeting Date: May 29, 2014

Prepared By: Renee Wheeler, Public Safety Administrative Director

TITLE

2014 First Quarter Budget Report – *Budget Biz*

EXECUTIVE SUMMARY

The 2014 first quarter budget report is submitted for the Board's review of the LFRA budget performance. It is intended to report all resources committed to the Fire Authority operations and capital. There are three sections of the report the Budget Status, Other Budgeted Resources, and In the Works.

BACKGROUND

The *Budget Biz* report is intended to highlight budget performance and issues that influence the resources available to deliver the mission of the LFRA. The primary audience is the LFRA Board, but it is available to the public. It is currently on the LFRA Board page of the website. It is designed as a three section report. The *Budget Status* section of the report highlights the comparisons of the budget to actual revenues and expenditures in the Fire Authority Fund. The *Other Budgeted Reso*urces section highlights other resources within the City that are appropriated for Fire. The *In the Works* section highlights processes that are necessary to secure resources for the Fire Authority and features initiatives or major purchases that are not yet complete but impact the budgetary comparisons in future reports.

The budget to actual comparisons for revenues and expenditures in the Fire Authority Fund are presented at 25% of 2014. Revenues are in the Fire Authority Fund are at 24.2% of the annual budget, compared to 16.1% last year. Expenditures in the Fire Authority Fund are at 18.4% of the annual budget, compared to 19.9% last year.

STAFF RECOMMENDATION

Information Only

FINANCIAL/ECONOMIC IMPACTS

N/A

ASSOCIATED STRATEGIC GOALS

Deliver cost effective services.

ATTACHMENTS

Quarterly Budget Report – *Budget Biz*

2014

Budget Biz

Quarter 1 (January - March), Issue 7

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

There are three sections of the report: LFRA Budget Status, Other Resources, and In the Works. The Budget Status section will highlight the budget status for revenues and expenditures for the Fire Authority Fund from year to date, January through March, 2014. The expenditures will be presented by program and account category at the department level. Each of these financial presentations include variance explanations when the current percentage of the total budget is significantly different from the percentage of the year (i.e., first quarter is 25% of the year). There are resources outside of the Fire Authority Fund that are critical to our service delivery mission. The Other Resources section is devoted to highlighting the status of budgets that are outside of the Fire Authority Fund. The next section of the report provides status information on the various processes used to develop long term and short term operational and capital planning. It is also intended to highlight significant financial transactions or strategies that the department is working on to advance the strategic plan and deliver cost effective services.

Quarter 1 at 25% of 2014

- Revenues are in the Fire Authority Fund are at 24.2% of the annual budget, compared to 16.1% last year.
- Expenditures in the Fire Authority Fund are at 18.4% of the annual budget, compared to 19.9% last year.
- Station 2 construction contract was signed with GTC Construction, the ground breaking was held January 15, 2014 and the construction progress is on target for a October opening.
- Old Station 2 transition is in progress.
- The Apparatus Committee ordered the 100' Platform Truck and work on specifications for the aircraft fire rescue truck replacement.
- A 4 acre parcel with three buildings was put under purchase contract to expand the Training Center.
- The Residential Sprinkler Steering Committee began their work to evaluate residential sprinklers and a multi-year plan including education, incentives, and code adoption.
- Companies began business safety visits.
- A $477,840 supplemental budget appropriation was approved using 2013 budget savings.

Inside this Issue

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Other Resources	6
In the Works	6

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

2014

LFRA Budget Status - Revenue

Loveland Fire Rescue Authority

Budget Revenue Report

Quarter Ending 3/31/2014, 25% of the Year

Segments/Accounts	Total Budget	*YTD Rev	Total	Total %	Total % Collected
Investment Activity as a % of the Total City Investment Pool					
Interest On Investments	$0.00	$478.38	-$478.38	0.00	100.00
Gain/Loss On Investments	0.00	-25.42	25.42	0.00	100.00
SubTotal: Investment Activity	**$0.00**	**$452.96**	**-$452.96**	**0.00**	100.00
Community Safety					
Special Events	30,000.00	8,620.00	21,380.00	71.27	28.73
Miscellaneous	0.00	56.00	-56.00	0.00	100.00
Gifts/Donations	5,290.00	0.00	5,290.00	100.00	0.00
Building (1)	44,880.00	14,140.63	30,739.37	68.49	31.51
Contractor (1)	4,000.00	1,625.00	2,375.00	59.38	40.63
Fire Permit & Inspection	20,000.00	4,700.00	15,300.00	76.50	23.50
Firework Stand Review	12,000.00	0.00	12,000.00	100.00	0.00
Rural Fire Inspection Fee (1)	5,000.00	2,226.33	2,773.67	55.47	44.53
SubTotal Community Safety	**$121,170.00**	**$31,367.96**	**$89,802.04**	**74.11**	25.89
Station Operations					
Standby Reimbursements (Misc) (2)	0.00	408.30	-408.30	0.00	100.00
Academy Training (3)	0.00	2,000.16	-2,000.16	0.00	100.00
SubTotal Station Operations	**$0.00**	**$2,408.46**	**-$2,408.46**	**0.00**	100.00
Technical Response and Systems					
Academy Training	27,750.00	0.00	27,750.00	100.00	0.00
Hazmat Mitigation	2,500.00	0.00	2,500.00	100.00	0.00
SubTotal Technical Response and Systems	**$30,250.00**	**$0.00**	**$30,250.00**	**100.00**	0.00
Administration					
Other	2,000.00	0.00	2,000.00	100.00	0.00
Other Agency Deployment	20,000.00	0.00	20,000.00	100.00	0.00
Contributions - Rural Fire District (4)	1,986,640.00	371,215.00	1,615,425.00	81.31	18.69
Contributions - Loveland (4)	9,050,230.00	2,303,415.00	6,746,815.00	74.55	25.45
SubTotal Administration	**$11,058,870.00**	**$2,674,630.00**	**$8,384,240.00**	**75.82**	24.19
Grand Total (5)	**$11,210,290.00**	**$2,708,859.38**	**$8,501,430.62**	**75.84**	24.16

*YTD = Year to Date, Rev = Revenue

Revenue Variance Explanations →

LFRA Budget Status - Revenue

Variance Explanations - Revenue

(1) Building, Contractor and Rural Fire Inspection Fee

This is a function of building activity to date.

(2) Standby Reimbursements

Thompson School District Board Meeting Standby.

(3) Academy Training

Use of the Training Center Burn Building.

(4) Contributions - Rural Fire District - Loveland

Includes the cash flow advance in January equal to one month of the originally adopted annual budget.

Tac Fire Team assisting with a SWAT operation

(5) Grand Total

The budget includes the carryover and smoke & CO detector donations appropriation.

Left: Squad 2 meets with 15 year old Tommy Lucero - TVHS

Right: Horse Rescue near Pinewood Reservoir

LFRA Budget Status - Expenditures

Loveland Fire Rescue Authority

Authorized Spending Report by Division and Program

Quarter Ending 3/31/2014, 25% of the Year

Segments	Total Budget	*YTD Exp	*YTD Enc	Total Available	Total % Available	Total % Spent
Community Safety						
Prevention	$191,560.00	$40,927.51	$439.29	$150,193.20	78.41	21.60
Business Inspections	154,380.00	26,174.17	0.00	128,205.83	83.05	16.95
Permitting and Development Review	317,120.00	55,427.81	0.00	261,692.19	82.52	17.48
Community Safety	**$663,060.00**	**$122,529.49**	**$439.29**	**$540,091.22**	**81.45**	**18.55**
Station Operations						
General Station Operations (1)	7,199,670.00	1,220,077.55	63,106.25	5,916,486.20	82.18	17.82
Training	113,990.00	14,966.15	243.49	98,780.36	86.66	13.34
Station 1	46,440.00	6,561.08	1,551.90	38,327.02	82.53	17.47
Station 2	9,550.00	1,718.14	0.00	7,831.86	82.01	17.99
Station 3	7,630.00	2,095.74	13.26	5,521.00	72.36	27.64
Station 5	7,600.00	458.30	15.97	7,125.73	93.76	6.24
Station 6	9,530.00	1,541.79	83.79	7,904.42	82.94	17.06
Health and Safety	81,520.00	2,070.25	0.00	79,449.75	97.46	2.54
Station Operations	**$7,475,930.00**	**$1,249,489.00**	**$65,014.66**	**$6,161,426.34**	**82.42**	**17.58**
Technical Response and Systems						
Special Operations	108,780.00	1,283.50	223.17	107,273.33	98.62	1.39
Wild Land	48,210.00	398.50	-190.00	48,001.50	99.57	0.43
EMS (2)	23,050.00	1,349.73	12,000.00	9,700.27	42.08	57.92
Tac Fire	35,220.00	222.83	0.00	34,997.17	99.37	0.63
ARFF	2,280.00	0.00	0.00	2,280.00	100.00	0.00
Technical Response and Systems	**$217,540.00**	**$3,254.56**	**$12,033.17**	**$202,252.27**	**92.97**	**7.03**
Equipment Maint & Replacement						
Communications	215,870.00	17,773.14	188.95	197,907.91	91.68	8.32
Hoses	23,620.00	0.00	0.00	23,620.00	100.00	0.00
Ladders/Small Engine	7,800.00	1,093.89	52.34	6,653.77	85.31	14.70
SCBA (3)	46,890.00	1,032.00	18,125.00	27,733.00	59.15	40.86
Thermal Imaging (4)	25,340.00	19,779.99	0.00	5,560.01	21.94	78.06
Computer Equipment	66,450.00	157.98	0.00	66,292.02	99.76	0.24
Vehicles and Apparatus	617,290.00	140,078.01	0.00	477,211.99	77.31	22.69
Equipment Maint & Replacement	**$1,003,260.00**	**$179,915.01**	**$18,366.29**	**$804,978.70**	**80.24**	**19.76**
Administration						
Emergency Management	225,590.00	20,632.44	6,460.15	198,497.41	87.99	12.01
Administration	1,624,910.00	387,205.65	1,660.00	1,236,044.35	76.07	23.93
Administration	**$1,850,500.00**	**$407,838.09**	**$8,120.15**	**$1,434,541.76**	**77.52**	22.48
Grand Total (5)	**$11,210,290.00**	**$1,963,026.15**	**$103,973.56**	**$9,143,290.29**	**81.56**	**18.44**

*Exp = Expenditures; Enc = Encumbrance (ordered, not yet paid); YTD = Year to Date

Expenditure Variance Explanations →

LFRA Budget Status - Expenditures

Variance Explanations - Expenditures

(1) General Station Operations

30 sets of bunker gear (coats and pants) are encumbered for the year's replacement and new position needs.

(2) EMS- Emergency Medical Services

The physician advisor, (required by statute) contract for the year is encumbered and billed quarterly.

(3) SCBA - Self Contained Breathing Apparatus

25 cylinders are encumbered according to the replacement schedule.

(4) Thermal Imaging

Replacement of two cameras according to the replacement schedule.

Colorado Division of Fire Prevention & Control Fire Officer I Pilot Class

(5) Grand Total

The budget includes carryover and smoke & CO detector donations appropriation.

Loveland Fire Rescue Authority

Authorized Spending Report by Account Class

Quarter Ending 3/31/14, 25% of the Year

Segments	Total Budget	*YTD Exp	*YTD Enc	Total Available	Total % Available	Total % Spent
Personal Services	$8,159,170.00	$1,413,099.24	$0.00	$6,746,070.76	82.68	17.32
Supplies	560,080.00	34,877.02	89,488.92	435,714.06	77.80	22.21
Purchased Services	2,284,470.00	495,611.89	14,484.64	1,774,373.47	77.67	22.33
Capital Outlay	206,570.00	19,438.00	0.00	187,132.00	90.59	9.41
Grand Total (1)	**$11,210,290.00**	**$1,963,026.15**	**(2) $103,973.56**	**$9,143,290.29**	**81.56**	**18.44**

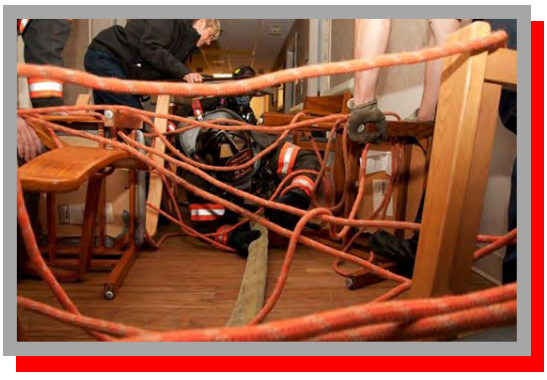
*Exp = Expenditures; Enc = Encumbrance; YTD = Year to Date

(1) Grand Total

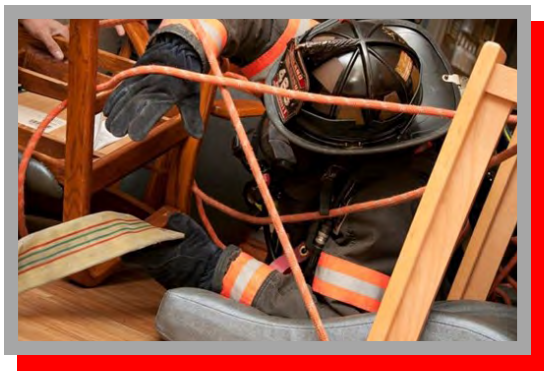
Encumbrances for bunker gear, physician advisor, and air cylinders.

(2) Grand Total Enc

The budget includes the carryover and smoke & CO detector donations appropriation.



Firefighting Survival Training at McKee Medical Center



Other Resources

City's General Fund:

Budget	$7,500.00
Actual Expenditures	232.22
Encumbrances (Purchase Orders)	1,316.29
Remaining Budget	$5,951.49

Appropriated to replace tools and equipment in the Training Center damaged in the flood.

City's Capital Replacement Fund:

Budget	$1,458,610.00
Actual Expenditures	362,115.00
Encumbrances (Purchase Orders)	752,824.00
Remaining Budget	$343,671.00

100' Aerial Platform Truck and equipment necessary to make it service ready.

City's Fire Capital Expansion Fee Fund:

Budget	$745,000.00
Actual Expenditures	15,000.00
Encumbrances (Purchase Orders)	0.00
Remaining Budget	$730,000.00

Training Center Land Purchase

City's Fire Capital Expansion Fee Fund:

Budget **(1)**	$3,841,740.00
Actual Expenditures	371,054.31
Encumbrances (Purchase Orders)	2,913,468.78
Remaining Budget	$557,216.91

Station 2 off of 29th & Wilson

***(1)** Includes the $48,250 carryover appropriation for the Belford Watkins purchase order balance at the end of 2013.*

In the Works

New Sta on Two

Station 2 supplemental for the 4th bay was approved; the GTC construction contract was approved and signed; the groundbreaking was held January 15, 2014; and the construction progress is on target for a mid-October opening.

Station Two new construction

Old Sta on Two

There has been a considerable work put into the transition for Old Station 2. Land use and property lines have been challenges but the objective is to sell the property to Thompson Valley EMS.

Aerial Truck

The 100' aerial platform truck purchase contract was signed and placed on order.

Aircra Fire Rescue Truck

The Apparatus Committee is assisting the Airport Manager with the specifications for a new Federal Aviation Administration funded aircraft fire rescue truck.

Training Center Land Purchase in Progress

A 4 acre parcel to the west of the current Training Center is under contract for the purchase to expand the training center and moving current building uses out of the floodway. Environmental studies are underway. The closing is expected during the second quarter of the year.

(Continued on page 7)

In the Works Conti ued...

Peer Support Program

The Peer Support Program planning and implementation steps were begun to allow for a second quarter program start in collaboration with the Police Department.

Residen al Fire Sprinkler Steering Commi ee

A fifteen member Residential Fire Sprinkler Steering Committee to establish a multiple year plan for the incorporation of residential fire sprinklers in one and two family residences began their work. The committee is representative of many stakeholder groups including contractors, developers, architects, real estate, sprinkler industry, plumbers, and government. The plan is intended to include education, incentives, and code adoption.

Training Center Flood Recovery

The Training Center flood recovery process continued and the classroom is expected to be available for use in April.

Business Safety Visit Program

The Business Safety Visit program has begun and has been well received by business owners once they understand the intent.

Lincoln Hotel

The Lincoln Hotel appeal was heard by the Fire Rescue Advisory Commission, who supported the Fire Chief's determination. The hotel owners now have the option of appealing to City Council.

Chief Mirowski Re rement

Chief Mirowski announced his retirement at year end 2014 and feedback on the recruitment process began. The LFRA Board, the Loveland Rural Fire Protection District Board, the Fire Rescue Advisory Commission, and all of the members of LFRA were given the opportunity to provide information about the attributes necessary for success in the LFRA Fire Chief position. The current schedule sets the expectation that by mid-October the new Fire Chief would be hired.

Contract for New Reserves Pension Program

A contract has been sent to Innovest to explore options for developing a new retirement program for new reserves expected this fall.

Promo on

Pat Mialy was promoted to Captain and assigned the title Emergency Manager. She now reports directly to the Fire Chief.

Vision Tour

The Vision Tour, that reviews the prior year achievements and highlights goals for 2014, was presented to the LFRA Board, the Loveland Rural Fire Protection District Board, the Fire Rescue Advisory Commission, and all LFRA members.

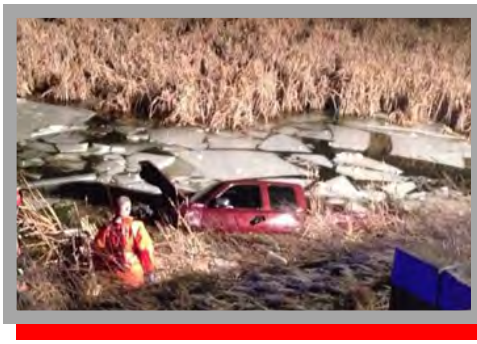
Supplemental Budget Appropria on

A $477,840 supplemental budget appropriation for the investment of 2013 budget savings and donations for smoke and carbon monoxide detectors was approved by the LFRA Board (March 13, 2014). The Loveland Rural Fire Protection District and the Loveland City Council are expected to approve the appropriation in April.

Priority Based Budge ng

LFRA is participating in the City's Priority Based Budgeting process to ensure that resources are aligned with community priorities. City Council with significant public involvement established seven defined community priorities. Several other steps in the process have been completed including, program inventory, department scoring of the programs, cost allocation of the programs, and peer review of the program scoring.

Apartment Deck Fire on Wilson



I-25 Vehicle in the water

Co Rd 29 Structure Fire

In the Works Conti ued...

2014 LFRA Budget Process

Financial Plan Update/Policy Direc on Budget Development/Priority Based Budge ng April/May

↓

LFRA Staff Recommenda on June

↓

LFRA Board Subcommi ee Considera on of Staff Recommenda on July/August

Subcommittee: LFRA Chair, the City Manager, and the Chair of FRAC

↓

Fire Authority Board Adop on of Budget and Fees September

↓

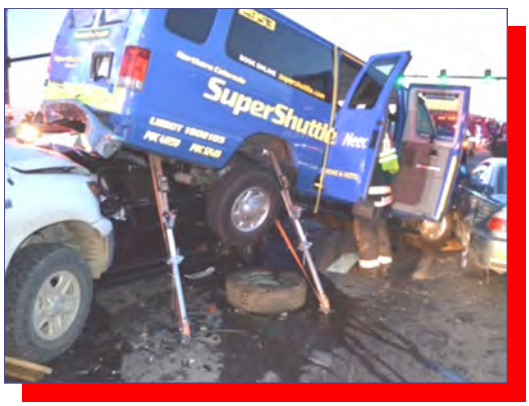
Rural District Board Approves Budget and Fees October

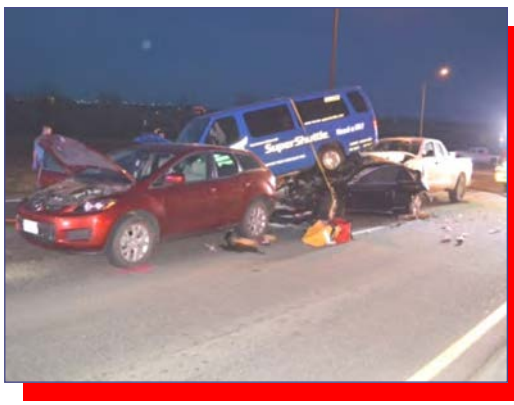
City of Loveland Approval of Budget and Fees October

↓

Fire Authority Board Appropria on of Budget November

For more information regarding this report contact: Renee Wheeler, *Public Safety Administrative Director at 970-962-2704 or Renee.Wheeler@cityofloveland.org*





Traffic Accident with multiple injuries and vehicle stabilization / extrication operation

Agenda Item Cover

Item No.: 4

Meeting Date: May 29, 2014

Prepared By: Renee Wheeler, Public Safety Administrative Director

TITLE

Consider the Selection Process for the Fire Chief

EXECUTIVE SUMMARY

A proposal for a collaborative process to select the next Fire Chief is attached with the recruiting brochure that was made available for potential candidates with the official position posting as of May 16, 2014.

BACKGROUND

The City Manager and the Chair of the Loveland Fire Rescue Authority Board met to discuss the recruitment of the Fire Chief. The City Manager has submitted a memorandum for the Board's consideration that outlines a collaborative process to select the next Fire Chief. The position has been posted and advertised. The posting and the attached recruiting brochure can be found on the City of Loveland's website. A few potential candidates have contacted Chief Mirowski, met some of the executive staff, and participated in tours of the stations. The attached memorandum also indicates that the LFRA Board will be receiving a tool to assist with the 2014 mid-year evaluation of Chief Mirowski, a required step in the performance evaluation process for all employees.

STAFF RECOMMENDATION

None

FINANCIAL/ECONOMIC IMPACTS

None

ASSOCIATED STRATEGIC GOALS

Future leadership to work in concert with the LFRA Board to achieve all three strategic goals.

ATTACHMENTS

City Manager Memorandum to the LFRA Board

Fire Chief Recruiting Brochure

To: Loveland Fire Rescue Authority Board
From: William D. Cahill, City Manager
Date: May 8, 2014
RE: Selection Process for Fire Chief

I want to better describe to the LFRA Board the process for the Selection and hiring of the Fire Chief. We are now ready to start the active recruiting and solicitation of candidates for the position, and I think there may be some lack of clarity as to schedule and "who does what" going forward. This memo is an attempt to clarify that.

The process is one where the Fire Authority Board will make the selection decision based on a delegation of authority from the City Manager.

That may seem a bit odd, but here's why. Our Intergovernmental Agreement (IGA) establishing the Fire Authority keeps the personnel of the Fire Authority under the City of Loveland. Here is what it says in Article 6.3(a):

> *(a) The City agrees to assign all personnel of the Loveland Fire and Rescue Department, **including the Fire Chief**, to the Authority for use by the Authority in the provisions of fire and emergency services within the Service Area under this Agreement. Said personnel shall remain employees of the City and shall remain subject to all of the City's and the Fire and Rescue Department's personnel policies, rules and regulations, now existing and as hereinafter emended or added, including but not limited to, job positions/descriptions, promotions and ranking systems; pay and benefits; employment status; and all other City personnel policies, rules and regulations.*

Under the IGA, the Chief remains a City employee subject to all of the City's normal processes; his reporting relationship is to the City Manager. Under the City's normal processes, the hiring authority for the Chief is the City Manager.

However: it is clear that in the evolution of the Fire Authority that the Chief will eventually report to the Fire Authority Board directly – and further, I expect that "eventually" will actually be fairly soon, within the tenure of the next Chief. Since the next Chief will wind up reporting to the Board, the Board needs to be very involved in the selection.

To accomplish this under the existing IGA without going through an amendment process right now, I can delegate or share authority for the appointment of the next Chief with the Authority Board. That is what I propose to do. Nothing prevents me from delegating or sharing my appointing authority as City Manager.

The next page shows a schedule and process for selection, which is being managed by the City of Loveland Human Resources Department. You will see the number of points in the process which involve the Board. Most importantly, at the end of the process in making the final selection, I will sit as one of the five members of the LFRA Board. The final selection will be made by majority vote of the Board, not by the City Manager individually.

Please look at the following page to see the various steps and role for the Board. I am interested in your comments.

In addition, I will be asking the Board members to participate in the mid-year evaluation of the Chief in June 2014. You will receive materials about this in a separate communication. Thank you.

Schedule for LFRA Fire Chief Selection Process

Date	*Task*	*Responsible Party*
February 2014	Development of Profile for Desire Chief	LFRA Board, with input from other stakeholders (City Council; Rural Fire District Board; fire personnel; related agencies)
April 2014	Development/approval of promotional brochure	Fire and City HR staff, with final approval from LFRA Board
May 13, 2014	First use of brochure; beginning of advertising and recruitment	City HR staff, advertising based on input from Fire staff and City Manager
July 1, 2014	Close of application period	City HR staff
July 10, 2014*	Screening of paper applications to semi-finalists (probably about 12-15)	Screening by HR staff; approval of selection of semi-finalists by LFRA Board
July 11, 2014	Supplemental questionnaire to semi-finalists and preliminary background screening	HR staff
July 30, 2014*	Selection of 5-6 finalists for interview, followed by backgrounding	HR staff; selection of finalists by LFRA Board
August 21-22, 2014*	Interviews of finalists	LFRA Board, with 3 supplemental panels' input to LFRA Board: • fire chiefs panel • departmental personnel panel • stakeholders panel (selected City management team members; partnering agencies)
August 28, 2014*	Selection of preferred candidate	LFRA Board
August 29 to September 4, 2014	Offer and negotiation with preferred candidate	City Manager, based upon parameters set by LFRA Board
September 11, 2014*	Acceptance of offer and announcement	Successful candidate
November 6, 2014	Start of work	Successful candidate

Bold* *indicates an Authority Board meeting. Not all of these coincide with the established LFRA calendar. Some may require executive session.*

Additional detail, LFRA Selection Process

Recruiting and Advertising

- Firefighter Nation Career Center
- Colorado Municipal League
- International City/County Management Association
- Alliance for Innovation
- International Association of Fire Chiefs (Missouri Valley)
- Colorado Fire Chiefs
- City website
- Direct mail to selected fire chiefs and other fire personnel

Screening of Applicants to 12 to 15 semi-finalists

Done on basis of comparison of applications to the qualifications and desired profile.

Supplemental questionnaire and preliminary backgrounding

Questionnaire to be developed. Sent to all semi-finalists; allow at least 2 weekends for completion and return of the questionnaires.

Preliminary backgrounding is internet search and contact of at least 1 reference.

Backgrounding of finalists

Includes criminal history, driving record, credit check, and several additional references.

Finalist interviews

Includes the panels listed in the schedule; may include specific exercises and presentations

Offer and negotiation

Includes establishment of mutual interest; may include additional backgrounding and references, possibly on-site in the current community of the candidate; offer to be made will be within City policy and following parameters set by the LFRA Board.

Acceptance

Upon acceptance by the candidate, work to establish a mutually satisfactory announcement.

Loveland Fire Rescue (LFRA) is seeking a fire services professional who is a visionary, outstanding leader, an excellent communicator and relationship builder to serve as the next:

FIRE CHIEF

THE COMMUNITY

LFRA serves the greater Loveland area within the City of Loveland and the Loveland Rural Fire Protection area. Loveland is located 46 miles north of Denver on the I-25 Corridor. LFRA serves 194 square miles (35 in the City and 159 in the Rural District) with a population of 97,458 (74,958 in City and 22,500 in the Rural District). It is nestled in a valley at the entrance to the Big Thompson Canyon and is known as the "gateway to the Rockies." The Rural District surrounds the City of Loveland and expands up into the Big Thompson Canyon. Dotted in and around the city and surrounding areas are an abundance of scenic lakes, parks, trails and recreational areas. Loveland provides many fine opportunities for recreation enthusiasts. There are many extraordinary City and natural amenities to enjoying an active, healthy lifestyle.

Loveland is strategically located in the triangle between three major universities, University of Colorado, the University of Northern Colorado and Colorado State University. In addition, Front Range and Aims Community Colleges help to provide an outstanding post-secondary education. The Thompson School District is a leader in the state for K-12 education.

The Loveland community is rapidly becoming a major retail and financial center serving Northern Colorado. Retail centers such as Centerra, other regional and neighborhood shopping malls, and the downtown centers make up the majority of the shopping in the planning region. Other areas of commerce include the growing Crossroads Boulevard Center, which includes The Ranch and Embassy Suites and other retail and hotel complexes. The proposed technology project housed within the old Agilent/HP site is expected to become one of the largest employers in the region. Agriculture also plays a significant role in the local economy and commerce in the planning area.

The response area is bordered by an interstate highway to the east plus a major state highway running through the middle of the fire-rescue response boundaries. Major railroad lines used for freight transport run through the City and Rural District. In the northeast portion of the planning region resides the Fort Collins-Loveland Airport. The industrial and commercial park adjacent to the airport continues to show growth and could be a major economic factor in the expansion of the planning area's population and development.

With an average of 300 days of sunshine per year and low humidity, Loveland experiences pleasant weather year-round. There is always something happening in this community; from musical concerts, art shows, and theater productions to professional hockey games, community celebrations and a multitude of conventions. Loveland offers a variety of both indoor and outdoor activities enjoyable for every season.

THE ORGANIZATION

- ***LFRA Mission Statement***

Through commitment, compassion and courage, the mission of the Loveland Fire Rescue Authority (LFRA) is to protect life and property focusing on response, readiness, relationships, and resources.

- ***Information About LFRA***

The Loveland Fire Rescue Authority is committed to delivering the best possible citizen service to our community with promptness, professionalism and compassion. We are continually seeking ways to enhance citizen services and firefighter safety within the framework of our service delivery model. It is our primary goal to be recognized by the greater community of Loveland and those in

the fire service community as a model of excellence in providing fire protection and emergency services in the most cost-effective manner.

The Loveland Fire Rescue Authority is a combination department which utilizes career, part-time and reserve firefighters. Our staff consists of 80 career members, 12 part-time staff and approximately 10 reserve firefighters. These department members operate under the leadership of a career Fire Chief. The Authority is governed by a 5 member Board with representation from both funding partners (3 City and 2 Rural District). The department also receives valuable citizen input from the Fire Rescue Advisory Commission.

THE RESPONSIBILITIES OF THE FIRE CHIEF

The Fire Chief is responsible for the implementation of the Strategic Plan and the policy direction of the Loveland Fire Rescue Authority Board. The Chief collaborates with an Emergency Manager and a command staff of two Division Chiefs, the Administrative Director, four Battalion Chiefs and three Captains to deliver extraordinary service to the greater Loveland area. LFRA provides a full range of services.

• *Structural Firefighting*

LFRA provides structural firefighting services utilizing five engine companies, one truck company, one heavy rescue company and an on duty battalion chief. The LFRA structural firefighting training philosophy is centered on doing the basics flawlessly, staying on the leading edge of the UL/NIST fire studies, strategy and tactics, decision making / situational awareness and deploying a strong command system through the Blue Card Hazard Zone Management System. LFRA firefighters face the diverse challenges in combating structural fires including multi-family dwellings, large commercial structures, high rise hotels and rural limited access, and limited water supply areas.

Strong relationships exist with all surrounding fire agencies; LFRA has automatic-aid agreements with five bordering agencies. LFRA companies respond with other fire agencies on a daily basis providing service to the Northern Colorado region. Automatic Aid Agreements include: Berthoud Fire Protection District, Estes Valley Fire District, Johnstown-Milliken Fire District, Poudre Fire Authority and Windsor-Severance Fire Rescue.

LFRA's on duty response is supplemented by an off-duty call back system that is utilized on average twice a month for significant incident response and system coverage.

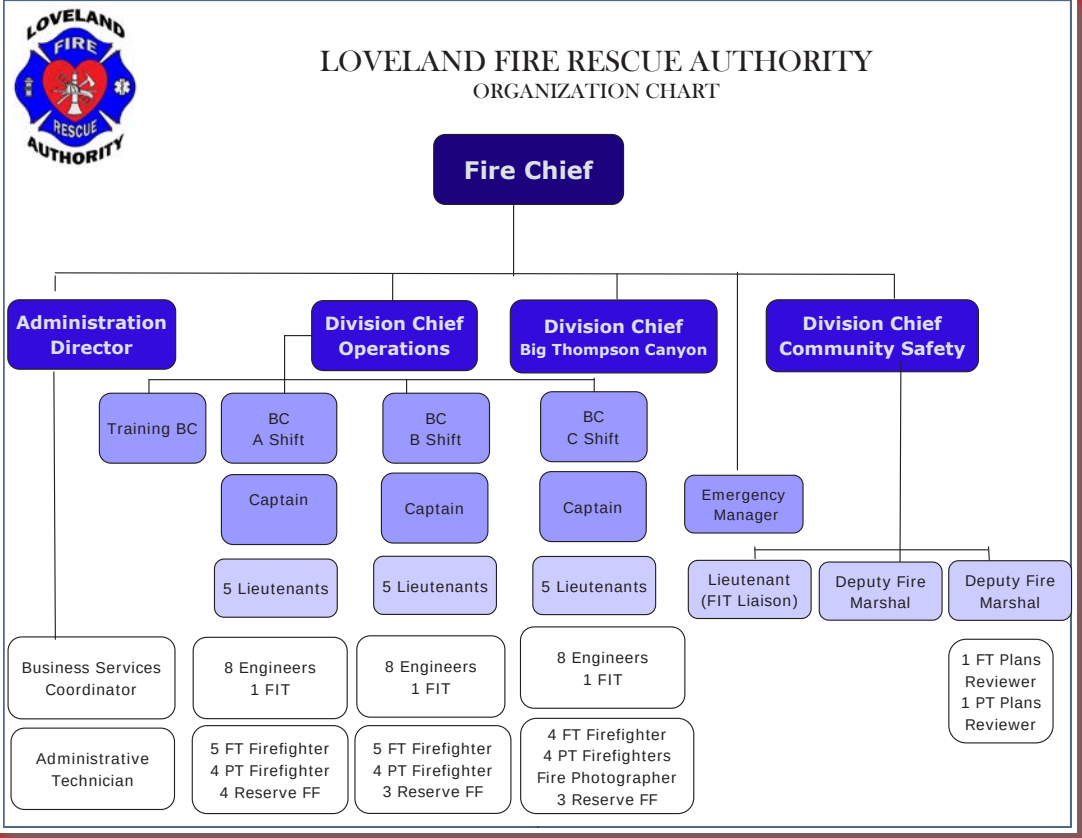
In addition to these core Operations Division services, LFRA provides wild-land firefighting services, has a Special Operations Team for Hazmat, Water Rescue, Urban Search and Rescue, and Tactical Fire with Loveland Police Department, and is responsible for aircraft rescue and firefighting services for Fort Collins-Loveland Airport.

• *Community Safety*

The Loveland Fire Rescue Authority Community Safety Division (CSD) has responsibilities over Code Enforcement, Business Safety Visits, Plan Reviews and Permits, Public Education, Community Outreach, and Public Information. All of these programs work in concert with each other and work in tandem with fire operations activities to build, educate, and sustain a safe and vibrant community for the Loveland area.

• *Emergency Management*

Emergency Management program has made positive strides within our organization at the local, regional, and state level. Response and recovery efforts through training and planning at all levels of the



organization continue to improve. As part of the planning efforts, the Office of Emergency Management (OEM) will continue to perform community risk analysis profiles that will help to identify those areas of our community that are "at risk" for natural or man-made disasters. These risk profiles will also assist with the ability to request federal assistance to support mitigation efforts for those "at risk" areas. The other area of highlighted importance is training. Through recent events and discussion, the OEM has identified the need to increase our training program to include City staff members that have a direct influence on the community and on our ability to recover from disasters. An enhanced training effort began in 2011 and continues into 2014 for improvement in the area of emergency management response; Emergency Operations Center activation, roles and responsibilities for department heads and direct reports; and disaster planning scenarios.

HIGH PRIORITY ISSUES

- Refining the evolution of the authority governance structure, transitioning employees, equipment, real estate and policies from the City to the Authority.
- Develop the next strategic plan.
- Planning for Station 10 and a station to the Southeast portion of the response area.
- Develop a regional approach to wild-land fire operations and mitigation management.
- Expansion of the Training Center to enhance training for LFRA staff and other jurisdictions.
- Consideration of the accreditation process for the Authority.
- Enhance recruitment and retention of Fire Reserves and part time staff for future promotional opportunities.
- Assist the Rural District in the development of a mill levy election campaign to successfully implement the Strategic Plan.

THE IDEAL CANDIDATE

- An experienced fire services administrator with keen leadership, organizational, negotiation, and interpersonal skills.
- A seasoned business professional familiar with the cost effective direction and utilization of organizational resources.
- An others-centric leader with a commitment to personnel development, supportive of specialized training, and personally committed to analyzing trends in fire administration and operations to meet regulations effectively.
- An individual with a strong professional presence that sets the direction for the department, promotes unity, and has ability to align individual contributions with the organizational goals.
- A charismatic and inclusive facilitator with a proven ability to engage citizens and public interest groups.
- A collaborative leader with experience in intergovernmental relations focused on results-oriented interactions with other jurisdictions, City departments and agencies in a combination department.
- A visionary leader that strategically guides the organization to capitalize on future opportunities and mitigate risks for the betterment of the community.
- An outstanding communicator with a proven record of composing and delivering clear, concise and professional presentations and written communications and reports.

REASON TO JOIN OUR TEAM

- The LFRA is viewed as a solid progressive organization that is consistently developing and improving, with an outstanding reputation and excellent customer service record.
- The community is very supportive of the services provided by the Authority.
- The Authority has developed a long, range strategic approach to setting the direction for the organization.
- There is a strong, positive relationship between governing boards and the leadership of the organization.
- The implemented authority governance model has resulted in equitable representation and funding strategies to deliver a common community vision for fire rescue services.
- Well qualified and collaborative staff.
- Equipment and stations that are well maintained and replaced on a defined schedule.

EDUCATION AND EXPERIENCE

Qualified candidates are required to have a Bachelor's Degree in Fire Science, Fire Management, Public or Business Administration or related field and ten years of increasingly command and supervisory experience in an organized fire department and/or authority. An equivalent combination of experience and/or education may substitute for education requirement on a year-for-year basis. Three years of the required experience must have been in a supervisory capacity at the rank of Captain/ Battalion Chief or higher, as well as two years at the Division Chief level or higher.

Experience working in a Fire Authority or District is preferred. A Master's degree in Public Administration or Public Policy is preferred. NFA Executive Officer Designation (EFO) or Accredited Chief Fire Officer Designation (CFOD) desired. Blue Card

Incident Command Certification preferred or certification is required within six months. Must possess a valid class R driver's license.

Core Competencies include: Accountability, Collaboration, Courtesy and Kindness, Innovation, Integrity, Safety, Service.

Job Specific Competencies include: Communication, Community Relations, Conflict Resolution, Financial Responsibility, Initiative, Job Expertise, Leadership and Strategic Thinking.

COMPENSATION AND BENEFITS

- Pay Range: $99,800 - $159,600 (mid-range $129,700)
- Medical, Dental and Vision Coverage
- Retirement – Defined Contribution Plan 9% employee/11% employer
- Medical Leave – Two weeks per year
- Vacation - Three weeks per year, increases with longevity
- 11 paid holidays per year
- Life Insurance at 1.5 the annual salary up to $200,000

APPLICATION AND SELECTION PROCESS

Interested, qualified candidates please complete an application and submit a resume on-line by visiting our website at: www.cityofloveland.org/jobs

LFRA 2013 Community and Assets (Inputs)	Total	City	Rural District & Big Thompson Canyon
Total Population Served	97,458	74,958	22,500
Service Area in Square Miles	194	35	159
Assessed Valuation (2012 collected in 2013)	$1,038M	$800M	$238M
Staffing for a 24/7 Operation:			
Full Time Uniformed	71	71	0
Part Time Uniformed	12	12	0
Volunteer Firefighters	25	10	15
Volunteer Support	7	7	0
Full Time Support Staff	4	4	0
Stations (5 staffed City stations with 7 companies)	8	6	2
Apparatus:			
Engines (Type 1)	9	6	3
Trucks & Tenders	11	6	5
Support Vehicles (note this includes Rural Type 6 Engines are F-550's)	23	13	10
2013 Operations Expenditures:			
LFRA ($.6M other revenue in addition to City and Rural contributions)	$10.1M	$7.7M	$1.8M
Rural & Big Thompson Additional Expenditures	$.02M		$0.2M

For more information, please contact:
Julia Holland, HR Director
Phone: (970) 962-2372
Email: Julia.Holland@Cityofloveland.org

City of Loveland

Agenda Item Cover

Item No.: 5

Meeting Date: May 29, 2014

Prepared By: Randy Mirowski, Fire Chief

TITLE

Consideration of the LFRA Proposed Accreditation Implementation Plan

EXECUTIVE SUMMARY

LFRA is ready and able to take the next steps in becoming an accredited Fire Department. In December of 2013 a presentation was made to the LFRA Board as part of an initiative to discuss the *possibility* of LFRA becoming an accredited fire department, the advantages of accreditation, and some of the possible economic and financial impacts of implementing an accreditation program for LFRA. The presentation in December ended with a staff recommendation to further pursue the accreditation process by developing a more defined implementation plan that included assessment of total actual costs for accreditation; both the initial and ongoing costs. The Board voted unanimously to support that recommendation from staff with a presentation and plan coming to the Board for consideration in the early part of 2014.

A staff report accompanies this cover memo that will identify a potential plan for accreditation implementation for LFRA that includes four specific areas:

- Personnel and assignments for the accreditation process
- Outline of the steps for LFRA to become an accredited fire department
- Timelines for LFRA becoming an accredited fire department
- Initial and ongoing costs for LFRA to become and maintain fire service accreditation

In addition to the staff report, a PowerPoint presentation will be made to the Board identifying the salient points for implementation of accreditation and staff's recommended plan for this to occur. The remaining parts of the cover memo will include some background information that will serve as a brief review of what was covered last December with the Board, the staff recommendation, financial and economic impacts, and finally the connection of this initiative to the organization's strategic goals.

Agenda Item Cover

Item No.: 5

Meeting Date: May 29, 2014

Prepared By: Randy Mirowski, Fire Chief

BACKGROUND

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

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

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

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

In summary, accreditation is a growing trend among fire departments across the country and in Colorado. Accreditation also provides for fire departments the most effective and efficient third-party evaluation for their organizations, assuring credibility and reliability in the evaluation and recommendations for improvement. For LFRA, we have many of the pieces already in place that are

Agenda Item Cover

Item No.: 5

Meeting Date: May 29, 2014

Prepared By: Randy Mirowski, Fire Chief

needed to implement CPSE accreditation . The work that was done in 2010-2012 in establishing the department's strategic plan gives LFRA a significant "head start" in the accreditation process.

STAFF RECOMMENDATION

Staff is recommending that LFRA approve the proposed plan as outlined in the staff report and begin the actual process of LFRA becoming an accredited agency with a targeted date for receiving accreditation from the CPSE in the later part of 2016.

FINANCIAL/ECONOMIC IMPACTS

The following cost estimates are being expressed in this portion of the cover memo. They are reflective of the implementation of the plan as outlined in the Staff Report, with the majority of the administrative work done in-house, with limited outside expenses. The hard costs listed below are accurate based on the current estimates provided by CPSE. The miscellaneous costs are best estimates available based on our approximations for acquiring and recording data for the self-assessment process. It should be noted that these estimates do cover multiple years (2014-2016) and are subject to change and price increases beyond the organization's control.

• Becoming a Registered Agency	July/ Aug. 2014	$ 525
• Becoming an Applicant Agency	January, 2015	$ 7,700
• Candidate for Accreditation	February, 2016	$ 8,000
• Misc. Costs (overtime and other)	Jan.-June, 2015	$ 8,000
TOTAL INITIAL COSTS (estimate)		**$24,225**

- ON-GOING EXPENSES:

• Yearly Reports to CPSE	Annual Requirement	$ 1,540
• 5 Year On-Site Evaluation	Required Every 5 Years	$ 8,000
TOTAL ON-GOING COSTS (estimate)	**Every 5 Year Total**	**$15,700**

(These on-going costs- $15,700- can be amortized out every year at a cost of approximately $3,140.00 per year)

Agenda Item Cover

Item No.: 5

Meeting Date: May 29, 2014

Prepared By: Randy Mirowski, Fire Chief

ASSOCIATED STRATEGIC GOALS

This program advances all three strategic plan LFRA goals:

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

ATTACHMENTS

Staff Report: *Steps for the Accreditation of Loveland Fire Rescue Authority*

Power Point Presentation: *Accreditation for Loveland Fire Rescue Authority*

STAFF REPORT

Item No.: 5

Meeting Date: May 29, 2014

Prepared By: Randy Mirowski, Fire Chief

TITLE: Steps for the Accreditation of Loveland Fire Rescue Authority

INTRODUCTION-

LFRA is ready and able to take the next steps in becoming an accredited fire department. One of those next steps is the development of a plan for implementation for accreditation by the Center for Public Safety Excellence (CPSE). This staff report will list the salient points of an implementation plan focusing on four specific areas of concern:

- Personnel and assignments for the accreditation process
- Outline of the basic steps for LFRA to become an accredited fire department
- Timelines for LFRA becoming an accredited fire department
- Initial and ongoing costs for LFRA to become and maintain fire service accreditation

These salient points, along with clarifying commentary, will also be offered to the Loveland Fire Rescue Authority Board of Directors in the form of a power point presentation; time for questions will be included within the presentation.

An important consideration for accreditation involves the "Accreditation Manager" position- many departments will hire a permanent accreditation manager. The rationale for this is the large amount of initial and ongoing workload normally associated with the accreditation process. LFRA has identified a way to accomplish the entire workload associated with the accreditation process ***by utilizing the existing workforce and utilizing positions that are already planned for within the 2012 Strategic Plan***. The other significant concern for accreditation is the cost.

Costs for accreditation have two components; initial start-up costs and on-going costs. The larger concern for departments, in most cases, is the on-going costs; particularly if those costs involve the establishment/ hiring of a new position for the accreditation manager. In some cases, these on-going costs can rise above $100,000 per year with the inclusion of a new position. ***In the LFRA plan, there are no new positions established for the initial and on-going management of this program***. In the LFRA plan, there are initial start-up costs (one-time money) that can be amortized over a three year period for approximately $8,000 per year. The on-going costs, likewise can be amortized over a five-year period for a little over $3,000 per year (re-accreditation requirements for CPSE is every five years). The important point about the LFRA plan is that ***it utilizes in-house expertise, takes advantage of existing and proposed positions within the 2012 Strategic Plan, and is stretched out over a three year period where costs can be absorbed into three different budget cycles***.

LFRA currently has four people trained in the processes of developing and creating the documents for the department *Self-Assessment* and the *Standards of Cover* process- the two components where most of the work will be done for LFRA's accreditation. LFRA has one employee, FF Ty Drage, who has been functioning as the accreditation manager for Windsor-Severance Fire Protection District. The LFRA plan includes the utilization of all of our department expertise, especially with FF Drage.

STAFF REPORT

Item No.: 5

Meeting Date: May 29, 2014

Prepared By: Randy Mirowski, Fire Chief

PERSONNEL & ASSIGNMENTS FOR ACCREDITATION-

There are three key roles and personnel assignments for the accreditation process for LFRA:

1. Assignment of the Accreditation Manager (permanent assignment)
2. Assignment of the Accreditation Technician (ad hoc assignment)
3. Identification of Administrative Assistant (permanent assignment)

Accreditation Manager-

Renee Wheeler will become the Accreditation Manager for LFRA under this plan. Her primary role will be in the oversight of the program, coordinating responsibilities, ensuring that assignments and goals are met, and integrating the LFRA plan into the overall organizational plans (Strategic, Operational, and Budgetary). She will work directly with and have a supervisory role for the Accreditation technician.

Accreditation Technician-

FF Ty Drage will become the LFRA Technician for Accreditation. Ty is well-versed in the nuances of the accreditation process, functioning in a very similar role with the Windsor-Severance Fire Protection District in their accrediting process. His primary role will be to retrieve data and information to complete the documentation for Community Risk Analysis, Standards of Cover, and the Self-Assessment. It is estimated that this work will take somewhere between 5-6 months to accomplish. Another important role for this position will be to work directly with the assigned department mentor for LFRA by CPSE (part of what you get as an Applicant Agency). Ty will be placed on a 40-hour work assignment, and his slot on shift will be filled by the newly created position for the Training Firefighter in January of 2015. The Training Firefighter position was planned for the 2014 year budget, but was delayed by one year. We will fill the position in January, but delay the actual implementation of that position for 5-6 months to allow for the completion of the Accreditation Technician's initial work. The new firefighter selected for Training, will fill Ty's position on shift. This is intended to be a creative and economical way to utilize an already planned for position in the 2012 Strategic Plan, yet also gain the benefit of accomplishing the lion's share of the work in completing the research and documentation without having to hire outside contractors, or create a new internal position for accreditation. It will also be significantly less expensive than reassigning Ty and trying to cover his positions on shift with overtime when needed.

Administrative Assistant-

Once accreditation is achieved, there will be on-going administrative work that will need to be done to ensure that re-accreditation is accomplished. Annual progress reports, along with the supporting documentation for the five-year review are required as a part of the CPSE accreditation process. The 2012 Strategic Plan calls for an administrative assistant to be hired in 2016. This person would work directly for Renee Wheeler and would have as part of their responsibilities, the assignment of administrative work for the on-going CPSE reaccreditation process.

STAFF REPORT

Item No.: 5

Meeting Date: May 29, 2014

Prepared By: Randy Mirowski, Fire Chief

THE PLAN for INITIAL ACCREDITATION-

STEP 1- Becoming a Registered Agency: This is the first step in the process and involves registering LFRA with the CPSE- Allows access to CPSE network- includes the accreditation SharePoint site. LFRA can hold this status for 3 years.	**July/ Aug. 2014**	**$ 525**
STEP 2- Becoming an Applicant Agency: This step involves the actual work of completing all Documentation and submitting it to CPSE for review, In this step, the department's Accreditation Technician works directly with the assigned CPSE Mentor to LFRA and with the Accreditation Manager, to complete the department Self-Assessment, including development of plans to address identified deficiencies. LFRA can hold this status for up to 18 months.	**January, 2015**	**$ 7,700**
This step includes a comprehensive focus on Community Risk Analysis, Standards of Cover, and Self-Assessment. 10 broad categories with 253 performance Indicators are the core of the assessment; 84 of these are considered "core competencies" and must be in place to receive accreditation. Some additional expense is expected in this step that could include some overtime costs, consulting costs and perhaps some travel costs for additional education or training.	**January- June 2015**	**$ 8,000**
STEP 3- Candidate for Accreditation: When all of the documentation is completed, they are uploaded into the CPSE SharePoint site for peer review. Once approved, an on-site peer assessment will evaluate all department documentation for accuracy and compliance. The peer assessment team submits a final report on recommendation for accreditation.	**February, 2016**	**$ 8,000**
STEP 4- Achieve Accreditation: Leader of peer assessment team presents findings and Accreditation request to CPSE. Receive Accreditation…	**August 2016**	**----------**
TOTAL INITIAL COSTS FOR ACCREDITATION		**$24,225**

STAFF REPORT

Item No.: 5

Meeting Date: May 29, 2014

Prepared By: Randy Mirowski, Fire Chief

THE PLAN for ONGOING (RE- ACCREDITATION)-

STEP 5- Yearly Compliance Reports to CPSE: LFRA must submit an annual progress/ status report. these reports help CPSE monitor LFRA's progress toward achieving identified goals and objectives.	**2017-2021**	**$1540 Annually**
STEP 6- Renew Accreditation (On Site Eval.) Accreditation status must be updated every 5 years By following the outlined re-accreditation steps by CPSE. This process includes a re-submittal of the entire Accreditation packet (Risk Assessment, Standards of Cover, Self-Assessment, and Strategic Plan). This phase also includes an on-site visit by a peer assessment team.	**2021**	**$ 8,000**
TOTAL ON-GOING COSTS FOR RE-ACCREDITATION	**Every 5 Years**	**$15,700**

NOTE: The Initial total costs for accreditation can be amortized our at approximately $8,000 per year- The on-going costs- $15,700- can be amortized out every year at a cost of approximately $3,140 per year…

Agenda Item Cover

Item No.: 6

Meeting Date: May 29, 2014

Prepared By: Renee Wheeler, Public Safety Administrative Director

TITLE

Presentation of the Training Program

EXECUTIVE SUMMARY

Battalion Chief Rick Davis will present information on the Training and Recruitment Program. The attached program report highlights: program history, current status, the future of the program, a summary table of objectives and a more detailed description of the future objectives.

BACKGROUND

There will be program presentations each month for the rest of the year. The objectives of these presentations are to inform the Board about LFRA programs outside of the budget preparation discussion, help the Board to get to know command staff members, and offer command staff members the opportunity to participate at the political/governance level for professional development.

The 10-15 minutes presentations will generally include:

- a description of the program,
- highlight resources dedicated to the Program (personnel, equipment, training),
- provide visuals (pictures/demo/stats) for the type of incidents or equipment, and
- share goals and objectives for 2014 and in the future.

10-15 minutes will be allotted for questions and answers following the presentations on an as needed basis.

STAFF RECOMMENDATION

Information only

FINANCIAL/ECONOMIC IMPACTS

N/A

ASSOCIATED STRATEGIC GOALS

N/A

ATTACHMENTS

Program Paper

Leadership Development Graphic

Loveland Fire & Rescue Authority
Training

Training Planning Document

BC Rick Davis

April 2014

Executive Summary

History of LFRA Training Program

The Loveland Fire Rescue Authority's (LFRA) training area was developed and constructed in 1975 and 1976 under the direction and guidance of the Loveland Volunteer Fire Department. The facility is located adjacent to the Big Thompson River south of the old Larimer County fairgrounds and originally included a metal building used as a classroom, a small garage, five story tower, and a two story smoke house. Additionally, an old railroad tank car and a propane "Christmas tree" were included as part of the facility.

Throughout the years the Training Area grew to include an addition to the metal building that allowed for more classroom space, restrooms, a kitchen, and an office. A larger, three bay garage was erected to the north and a second pump pit was added to allow LFRA to test our 2000 gpm pumps. Eventually Larimer County deeded property to the department that allowed the Training Area to grow substantially to the west. This extra land allowed for the addition of a paved driving track, more space for auto extrication training, the construction of a collapse/confined space prop, and the erection of a two story burn building in 2008.

In 1990 a full time training lieutenant was hired by LFRA when it became apparent that the department had gone beyond the available time and abilities of volunteer personnel to address the ever growing training needs placed upon firefighters. In the late 1990s this position was reclassified to the rank of captain. Eventually a lieutenant was brought back into Training on a rotational basis to assist the captain with his duties, but the slot was later changed to that of an engineer. In 2010 the engineer's position was removed and the training officer's slot became a battalion chief with no personnel assigned to assist with the myriad duties and responsibilities associated with training.

Current Status of LFRA Training

Currently the Training Area encompasses all of the facilities mentioned in the previous section plus a Command Training Center (CTC). The CTC is housed in a double wide, modular unit and is used for the Blue Card Hazard Zone training program. The building is divided into three areas: classroom/kiosks, dispatch room, and a room for the battalion chief which includes the cab of an old Ford ambulance to simulate the BC command vehicle.

In September 2013, flooding severely impacted the grounds, buildings, and training props at the facility necessitating the delay of a recruit academy and curtailment of most activities at the Training Area. Training at the site resumed on a limited basis in November, but was not fully operational until March of 2014. Efforts to reinforce the banks of the Big Thompson River and a City owned irrigation ditch are still in progress and are not slated for completion until late summer 2014. Until this work is completed a temporary fence along the north and east side of the property will remain in place, but the only impact to LFRA training is limited access to the pump pits.

The Future of LFRA Training

LFRA and the City of Loveland are currently working on acquiring a four acre parcel of land that is adjacent to the west side of the training facility. Closing on the property is slated for May and once this is accomplished then long range planning will begin for the development of the land and existing buildings along with their incorporation into the current LFRA training facility.

Also from a long range perspective, the 2012 strategic plans calls for analyses of personnel and financial needs for the Training Battalion.

Objectives and Timelines

Timeline	Objective	Assignment
Annual	1. Provide quality, efficient, and professional training on an annual basis to all LFRA personnel.	Oversight provided by Training BC
Annual	2. Ensure Training Area facilities and props are maintained in serviceable and professional condition.	Oversight provided by Training BC
Annual	3. Ensure assigned tools, equipment, and vehicles are maintained in serviceable and professional condition.	Oversight provided by Training BC
Annual	4. Maintain an up-to-date professional training library	Training BC
Annual	5. Develop annual department training plan	Training BC
Annual	6. Schedule and oversee use of Training Area by other city departments, Front Range Fire Consortium (FRFC), Aims Community College, mutual aid partners, law enforcement agencies, etc.	Training BC
Annual	7. Develop training academies for new LFRA personnel and recently promoted individuals, select lead instructors, and oversee delivery of training.	Oversight provided by Training BC
Annual	8. Develop annual budget for the Training program	Training BC
2014	9. Delivery of the Intelligent Firefighter curriculum	Oversight provided by Training BC
2014	10. Administer semi-annual live fire sessions including a mutual aid burn in the fall.	Training BC
2014	11. Administer quarterly company qualification training (CQT)	Battalion chiefs
2014	12. Acquisition of four acre parcel of land adjacent to the west side of the Training Area.	Executive & City staff
2014	13. Replace railing on top of training tower.	Facilities Maintenance
2014	14. Complete repairs and restoration associated with the September 2013 Flood	Facilities Maintenance & Training BC
2014	15. Recruit, select, and bring on one to three reserve firefighters to serve in Training.	BC Davis
2014	16. Development of long-term leadership training program.	BC Davis
2015	17. Hire one firefighter for Training and implement a system of rotation.	DC Ward, Training BC, & captains
2015	18. Develop and implement a use plan for the acquired property to the west of the existing facility.	DC Ward & Training BC
2015	19. Replace firefighter safety/search maze that was damaged during the September 2013 Flood.	Training BC

Objective Details

Annual Objectives

1. In cooperation with the battalion chiefs and captains, the Training BC will ensure that quality and professional training shall be provided to all members of the Loveland Fire Rescue Authority. This will be accomplished through centralized training provided by the Training Battalion, de-centralized training provided by the shift battalion chiefs and captains, and ad-hoc training provided by the company officers.

2. The Training BC shall ensure that all LFRA training facilities and training props are maintained in a safe, serviceable, and professional condition in order to meet Objective Number 1. This will be accomplished in cooperation with LFRA personnel and Facilities Maintenance.

3. The Training BC shall ensure that all assigned tools, equipment, and vehicles are maintained in a safe, serviceable, and professional condition in order to meet Objective Number 1. This will be accomplished in cooperation with LFRA personnel, Fleet Maintenance, and Parks and Recreation (service to the Gator).

4. The Training BC shall ensure that an up-to-date, professional library is maintained in order to assist with meeting Objective Number 1. The library will include a wide variety of books on topics that are related to firefighting (structure, wildland, ARFF, vehicle, etc.), special operations (haz mat, dive rescue, rope rescue, confined space, collapse rescue, trench rescue, and large animal rescue), apparatus procedures and practices, hydraulics and pumping, officer development, leadership, supervision, management, etc.

5. In cooperation with the battalion chiefs and captains, the Training BC shall oversee and complete the development of the annual LFRA training schedule no later than December 1st of each calendar year.

6. The Training BC shall schedule and oversee the use of the LFRA Training facilities in the following priority order: Loveland Fire Rescue Authority, mutual/automatic aid fire departments, Front Range Fire Consortium (FRFC), Aims Community College, Loveland Police Department, Thompson Valley EMS, other City of Loveland departments, and any remaining fire and law enforcement agencies that do not fall into the previously mentioned criteria.

7. The Training BC shall develop course outlines, select lead instructors, and provide oversight for recruit training academies and skills proficiency training for newly

hired firefighters and promoted engineers, lieutenants, captains, and battalion chiefs.

8. The Training BC shall work with the Division Chief of Operations and the Public Safety Administrative Director to develop the annual training budget.

2014 Objectives

1. In cooperation with the Division Chief of Operations, the battalion chiefs, and captains, the Training BC shall oversee the delivery of the Intelligent Firefighter curriculum/classes for 2014. These topics will include the NIST/UL fire behavior studies, reading smoke classes, good/bad vent, etc.

2. In cooperation with the battalion chiefs, the Training BC shall schedule semi-annual live fire exercises targeting the months of March and October. This includes the development of a required burn plan in accordance with NFPA 1403*, Standard on Live Fire Training Evolutions*, scenario development, selection of burn instructors, and oversight of the training for all three shifts as the lead burn instructor.

3. In cooperation with the battalion chiefs, the Training BC shall develop and administer quarterly company qualification training (CQT) sessions. The CQT's will be based on the LFRA Training Manual and scheduling will be coordinated with each shift battalion chief.

4. Under the direction of the Fire Chief, the Executive Staff shall work with other City of Loveland departments to acquire a four acre parcel of land that is adjacent to the west side of the current training facility.

5. Working with Facilities Maintenance, a structural engineer, and contractor, the Training BC shall oversee the replacement of the railing on top of the training tower. Due to degradation of the current railing, it is necessary to replace it from a safety perspective.

6. In cooperation with Facilities Maintenance and LFRA personnel, the Training BC shall oversee the completion of the repair and restoration work at the Training Area due to the September 2013 Flood.

7. In conjunction with the Division Chief of Operations and captains, the Training BC shall recruit, select, and train one to three reserve firefighters with the express intent of them serving in the Training Battalion to assist with the maintenance of the

Training Area and props, assist the captains with recruit academies, assist in LFRA live fire evolutions, and other duties that may be determined at a later date.

8. BC Davis shall produce a long-term leadership development plan for LFRA personnel following the conceptual document of tiered progress that was created in late 2013. The Callan Company will deliver a five-day course in late October using the concept of the base camp, advanced base camp, and summit. Additionally, Chief Alan Brunacini will present his *No Brainer Management* class on October 3rd and 4th.

2015 Objective

1. Working with the Division Chief of Operations and the battalion chiefs, the Training BC shall work on a process to select one full time firefighter for a rotational position in the Training Battalion.

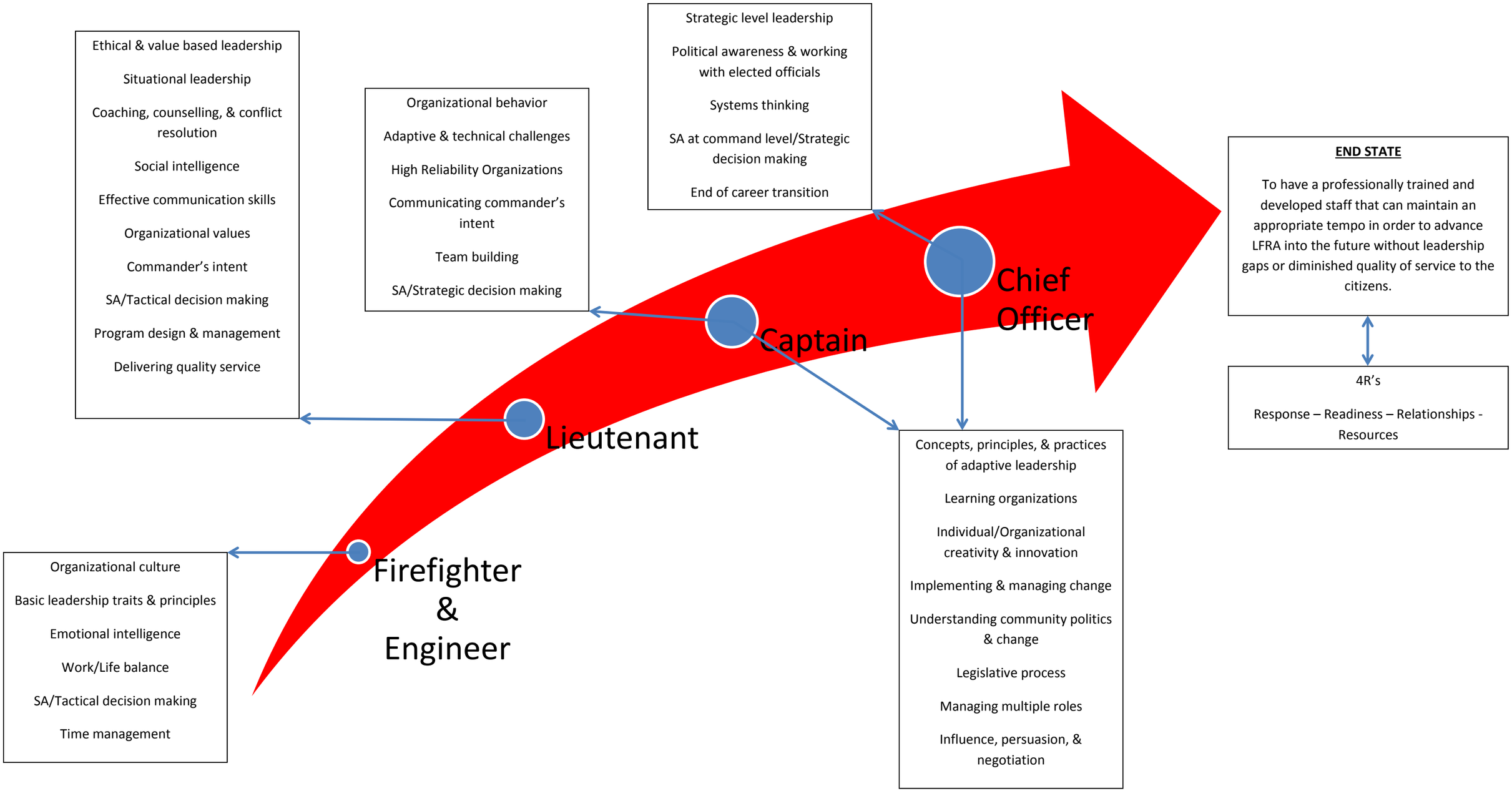
2. In cooperation with the Executive Staff, Facilities Maintenance, an architect, and contractors, the Training BC will assist with the plan to develop the acquired four acre parcel to the west of the existing Training Area.

3. The Training BC shall oversee the replacement of the firefighter safety/search maze that was damaged during the September 2013 Flood.

"Through commitment, compassion, and courage the mission of the Loveland Fire & Rescue Authority is to protect life and property."

"The vision for the organization is to embrace the concept of continuous improvement with each and every member doing all that he or she can do to help move the organization from good to great. LFRA is committed to delivering the best possible citizen service to our community with promptness and professionalism. The vision is to continually seek ways to enhance citizen services and firefighter safety within the framework of the organization's service delivery model."

Loveland Fire Rescue Authority 2012 Strategic Plan: A Time of Challenge, a Time of Opportunity



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Jan 2014

Agenda Item Cover

Item No.: 7

Meeting Date: May 29, 2014

Prepared By: Renee Wheeler, Public Safety Administrative Director

TITLE

Review Briefing Papers and Correspondence

EXECUTIVE SUMMARY

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

- Station Two Updates
- Old Fire Station Two
- Year End Report
- State Chiefs' Meeting Held in Loveland
- Wildland Fire Operations and Expanded Assistance from the State
- Emergency Management Quarterly Report
- Other Activities
- Operations Division
- Community Safety Division
- Office of Emergency Management

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
- March Statistics

Fire–Rescue Administrative Division

Chief Randy Mirowski and Public Safety Administrative Director Renee Wheeler

Month of April 2014 Overview-

The month of April was another very busy month for LFRA and our personnel. Highlighting the activity was the presentation of our 2013 Annual Report, assessing and developing a new long-term leadership plan for LFRA, Colorado State Chiefs meeting in Loveland and the updates from the State of Colorado for enhancements and support for wildland firefighting operations. In addition, we had some excellent training opportunities with the LFRA Rescue School occurring in April, the All Officers Training Day this month, and a variety of other specialized training including two of our officers attending the Fire Department Instructors Conference (FDIC) in Indianapolis. Please see the follow-up reports from Operations, CSD and Emergency Management for more.

Fire Station Two Updates-

April was a tremendously productive month for the new fire station, located at 29th and Wilson Ave. All of the exterior walls have gone up and most of the trusses and sheathing are in place for the living quarters of the station. The CMU walls and interior of the apparatus bays has been completed with plans for the roof trusses to go up in the next week. Work has been done this last month with the Visual Arts Commission (VAC) and the contracted artist for the sculpture and artwork in the northwest portion of the stations property. The project continues to be on time and under budget.

Old Fire Station Two-

We continue to work with Thompson Valley EMS (TVEMS) for their procurement of the old fire station to use as an operating ALS/ Transport Ambulance Station. Our emphasis has shifted from working on a lease-purchase agreement to TVEMS buying the station outright. At least two major changes have impacted this new direction. First, the appraisal for the old fire station came back within the purchasing limits of TVEMS. Second, a newer interpretation of the existing city charter for purchase of the fire station was developed in the last month. We are working on a document with the Legal Department that addresses numerous purchasing points for the old fire station. The City Manager and Fire Chief are planning to present this document to the TVEMS Board of Directors in May, 2014 for their consideration.

Year End Report-

The *2013 LFRA Year End Report* was presented to the Fire Authority Board and City Council members in the month of April. The Rural District Board and FRAC will receive their presentation in May. This report is a comprehensive look at the Authority's progress made in 2013 and where we stand related to the accomplishment of the various organizational goals and objectives. We received very favorable reviews from the Fire Authority Board presentation. The document is very professional in its content and appearance. It is also a reflection of the hard work done by our LFRA personnel during the year and of Rene's commitment to excellence.

State Chiefs Meeting Held in Loveland-

The Colorado State Fire Chiefs held their quarterly meeting in Loveland at The Ranch- Budweiser Events Center. LFRA was the host department and we had about 75 members from across the state attending the meeting. There was a significant amount of new information that was shared with the group at the meeting; perhaps the most significant was the update on state operations and assistance in wildland fires.

Wildland Fire Operations and Expanded Assistance from the State-

The State of Colorado has been evaluating how to address the important needs of local and regional responders to assist in the efforts to combat wildland fires. Three areas have emerged as part of the plan to accomplish this goal. The first is in the expansion of the state's fleet of Single Engine Air Tankers (SEATs) from two to four planes. This will help threatened areas of the state with the availability of more initial attack air resources. The second is in the purchase and deployment of two specially equipped reconnaissance aircraft. These two new planes will have high-tech equipment, capable of detecting wildfires in their incipient stage with enough detail to show the size, fuel type and potential spread rates when fires are fairly small. The information will be available to the responsible incident commanders or fire chiefs for both strategic and tactical decision making. The final effort is one being sponsored by the Colorado State Chiefs and is intended to provide a response plan and model to get 30 pieces of firefighting equipment and personnel to a known location within 90 minutes, 90% of the time. This concept, known as "Broken Arrow", will be deployed in two areas of the state in May; The Ranch in Loveland was a chosen site for an exercise on May 13. If this concept is successful, it could have a significant impact on fire departments, like LFRA, that are charged with the responsibility of protecting and fighting fire in the wildland urban interface.

Emergency Management Quarterly Report-

Captain Pat Mialy has the first quarterly report from Emergency Management prepared for our elected officials and community leaders. We are working on the best and most effective manner to communicate with our City Council and other elected officials for work progress and updates from the department of Emergency Management. Please see the report included in this month's edition of the Chief's Report.

Other Fire Department Activities in April:

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

- Completing the needed and ongoing training efforts for our firefighters
- Various board and commission meetings
- Discussions for Emergency Management
- Lincoln Hotel meetings and follow up meetings for the appeal process to City Council
- 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
- Rural Board Meeting
- Fire Rescue Advisory Commission Meeting
- EOC Reconfiguration and Planning Meeting
- Priority Based Budgeting Meetings
- Meetings for the completion of due diligence and phase 2 environmental meetings for training area
- Numerous meetings with citizens and builders for development review and permitting
- Numerous public education and safety meetings
- Business safety visits
- Dispatcher Awards Dinner
- LFRA Officer Training Day at newly opened classroom at training center
- Quarterly awards for A Shift and C-Shift
- Lead Loveland Graduation (3 officers from LFRA graduated program)
- Thesis presentation at CSU for FF cardiovascular health issues

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 April 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

April, 2014

Operations & Training Update

- Crews completed training evolutions at the McKee Office Building (5th & Cleveland) and at the Medical Center of the Rockies.
- The reading smoke portion of the Intelligent Firefighter Training Program was conducted for each crew.
- Tactical Fire personnel attended a FBI case study presentation with LPD SWAT.
- Capt. Greg Gilbert was appointed as the fire / rescue spokesman for Colorado State Patrol's new Traffic Incident Management Plan, Capt. Gilbert and the CSP Team will be conducting presentations throughout the state over the next several months.
- The Special Operations Team's Rescue School started the last week of April; this is four full days of training concentrating on swift water rescue, rope rescue, trench rescue and hazardous materials response.
- Six LFRA personnel were certified as confined space rescue technicians through an in-house training program.
- One new dive rescue technician started training, as well as the recertification process for two additional divers.
- Battalion Chief Jason Starck and Lieutenant Bryan Clark attended the Fire Department Instructors Conference in Indianapolis. This is the largest fire service conference and equipment show in the United States.
- LFRA donated outdated structural and wildland gear to the Glen Haven FD to replace some of the equipment that they lost in the September flooding.
- The Executive Staff completed the first quarterly awards presentations.
- Crews presented medals to the participants of a Special Olympics event at Mountain View High School.
- Assisted Emergency Management with the development of an Incident Action Plan for potential spring runoff flooding.
- LFRA all department officer training – leadership, budget, exiting and emergency management.
- The Training Center was utilized by the following agencies in April,
    - Johnstown / Eaton / Aims Fire Academy – burn building & LPG fire
    - Frederick-Firestone Fire District – burn building
    - Berthoud Fire District – Pump Test Pit
    - Front Range Fire Consortium Academy – burn building, vehicle fires & LPG fires
    - Aims Daytime Academy – burn building
    - Colorado State Patrol – classroom
    - Loveland Police Motorcycle Officers and SWAT Team – driving track & classroom
    - Loveland Public Works – driving track
- The Training Center Classroom Building re-opened follow flood damage repairs!

Significant Incidents

- Residential Fire on Valley Oak Drive, a small fire in a walkout basement was quickly extinguished by the first arriving companies, limiting fire damage to the room of origin.
- Rope Rescue Incident on County Road 43, crews from LFRA, including Canyon Firefighters worked for several hours to remove a seriously injured patient from very rocky steep terrain to a medical helicopter for transport. During the operation a Thompson Valley Medic was also injured and required and required a carry out operation to the helicopter. Responding agencies included, Larimer County Sheriff's Deputies, Larimer County Emergency Services, Thompson Valley EMS, Air Link and Larimer Search and Rescue. An extensive after-action review has been conducted due to the complexity of the incident and the injury to the medic. Participants identified several areas for improvement, including utilizing a trained safety officer and improving communications with search and rescue personnel, which requires the use of VHF radios.

Apparatus Update

- Apparatus Committee members met with SVI Fire Apparatus to get an evaluation of the 2015 refurbishment process for Truck 6.
- A pre-construction meeting was held with Pierce Fire Apparatus to review the engineered drawings of the new aerial tower.
- A new Chevrolet 1500 pickup was delivered to replace the 2002 Dodge Durango. It is currently under-going outfitting and will be ready for service in mid-May.

Valley Oak Structure Fire

County Road 43 Rope Rescue Incident

A small portion of the FDIC Equipment Display

FDIC Opening Ceremony

Training Center Classroom Building Open!

Special Operations Confined Space Rescue Class

JFD, EFD & Aims Academy at the Training Ctr.

Quarterly Awards Presentation Coin

New Replacement Staff Vehicle

Community Safety Division

Division Chief Ned Sparks

April, 2014

Update/overview of division, significant programs and projects:

- Work continues on the Residential Sprinkler Steering committee, with a visit from; PFA Fire Chief Tom DeMint, Fire Marshal Bob Poncellow, and Sprinkler tech. Joe Jaramillo, sharing their experience with IRC 2012 fire sprinkler code adoption for multi-family units (single family was amended out) in January 2014. This was followed with a discussion on PFA's plans for exploring residential single family code adoption in their jurisdiction in 2016 -2017.
- Preparation for the Lincoln Hotel hearing with City Council continues.
- Chillers - Liquor Board hearing, but did not present any new information on how to resolve the structural and egress problems noted in the inspection conducted November 2013.
- Lakes at Centerra site visit conducted to expedite the release of permits and to get the project moving forward.
- Leed Fabrication continues to be a "solutions oriented" project.
- Two businesses; Plasti-Mend in the city and Remington in the rural, are being reviewed for hazardous material use, storage and containment issues.
- Scofield Fruit stand resolution with McDonalds.

Training & Public Education:

- Class for line crew on exiting requirements from DFM Carie Dann and an overview of Emergency Management from Capt. Pat Mialy.
- DFM Scott Pringle was a key planner/coordinator and instructor at the Life Safety Educator Conference held in Estes Park – 165 attendees – Well Done Scott!
- 1 JFS family intervention session.
- 13 car seat installations.
- Interactive info booth at City's health & safety fair.
- Interactive info booth at Conrad Ball Middle School science fair.
- 19 smoke alarms and 15 CO alarms were installed at Mountain View Mobile Home Park (1212 Butte Rd) with the help of volunteers from CSU and The LAUREN Project.
- Childrens Day – Smoke House 200+ attendees adults and children. Special thank you to Mark Svoboda, Matt Svoboda, John Miller from Big T Canyon for operating the trailer, as well as, Lt. Kurt Willson and CSD volunteer Julie Demaree for their efforts keeping the crowd moving through the training prop.
- Ingrid-Mcmillan Ernst past all of her requirements for her Fire Inspector I certification (Nice Job, Ingrid!)

Significant Plan Review and Inspections:

- With DRT, toured City of Longmont and private Boulder firm for ideas for Loveland permitting center.
- Began working with architect on proposed High Plains Regional Police Training Facility
- Lakes at Centerra worked with Fire to meet water supply and access requirements so model homes could be built.
- Bass Pro Shop continues pre-submittal process.

Code enforcement

- ✓ 121 fire safety visits by the engine companies; 93 completed without follow up required.
- ✓ 23 liquor license.
- ✓ 4 school and business re-inspections (aka compliance visits) & 3 new business inspections.
- ✓ 15 hazmat permits.
- ✓ 1 pyrotechnics permit.
- ✓ BEC stand-by for multiple events.

Office of Emergency Management

Captain Pat Mialy

April, 2014 –
Quarterly Report for Jan-March, 2014

The first quarter of 2014, six months post flood, was a time of continued emphasis on the recovery efforts and emergency planning with community partners. Long-term recovery efforts are still fully active in providing case management for survivors. The flood After Action Report and Improvement Plan for the EOC is completed and a budget was written in order to address most of the identified gaps. These gaps have a theme of improving situational awareness, communications, and modifying the EOC layout. Flood hazard mitigation is moving forward with the development of a Big Thompson River Master Plan through the river corridor coalition.

This quarter provided several opportunities to participate in planning workshops; to provide assistance the Public Information Office in the update of the Emergency Communications Plan; to form an ad hoc group to document a Disaster Assistance Center Plan; to assist in the conceptual planning of a Police operations center; and, to work with HR for the creation of an Emergency Workforce Plan. Other on-going efforts this quarter included Emergency Management Program Grant management requiring several deliverables including updating the EM program work plan, completing the 5-year Training and Exercise Plan, and training reports.

The following is a listing of the various activities engaged in through the Office of Emergency Management for the first quarter of 2014. They are characterized by the various major categories (bold-faced), with the detailed bulleted points included below each category.

Flood Recovery

- On-going recovery planning meetings
- On-going EOC improvement planning meetings
- On-going Hazard Mitigation grant and planning meetings
- Attended Long-Term Recovery Group meetings

Operations and maintenance

- Submitted request for funding from 2013 rollover funds for equipment purchases and EOC modifications
- Developed new EOC layout and began making modifications
- Facilitated repairs to 1610am radio and emergency flashing signs, will meet with Gary Dalhgren to develop PM for both systems

Planning and Documentation

- Attended the state Training and Exercise Planning workshop
- On-going planning meetings for the development of a consolidated city communications plan that includes emergency communication and notifications
- On-going planning meetings to develop disaster assistance center mobilization/demobilization procedures
- On-going planning meetings with Karen Reese for the development of an Emergency Workforce policy
- On-going development of the city's Continuity of Operations Plan

Emergency Preparedness Relationships

- Attended Medical Center of the Rockies EM Prep group meetings
- Attended McKee Medical Center EM Prep group meetings
- Attended Thompson School District EM Prep group meetings
- Provided shelter-in-place recommendations for Thompson School District for upcoming drills
- Attended Larimer County Emergency Healthcare Coalition meetings
- Attended North East All-Hazards Region general and steering committee meetings
- Attended North Colorado Emergency Managers group meetings
- Attended Larimer County Emergency Managers group meetings
- Attended Weld County Multi-Agency Coordination Group meetings
- Attended the dispatch and communication systems upgrade meeting with Mark Gaisford
- Attended Police Operations Center development meeting with Capt. McDaniel
- Attended Big T River Coalition planning meeting
- Attended the Spring Runoff planning forum

Emergency Management Program Grant

- Prepared quarterly reimbursement requests
- Updated EM program work plan
- Completed 5-year Training and Exercise Plan
- Completed Q1 and Q2 training report
- Training and Public Outreach
- Participated in community recovery informational meetings

Training Received

- Attended the 3-day Colorado Emergency Managers Conference
- Completed 3-day Blue Card system and 50 hours online training

Exercises

- Evaluated EOC exercise in Washington county

From: Scott Pringle <Scott.Pringle@cityofloveland.org>
Date: May 5, 2014 at 8:49:44 AM MDT
To: Ned Sparks <Ned.Sparks@cityofloveland.org>
Subject: FW: Car seats - GOOD NEWS!

Chief Sparks,

One of our car seat inspection customers on Saturday was involved in a low speed, rear-end type accident a short time after her appointment with PTFF Tyler Olsen at Fire Station 3. Her 3-week old baby was safely secured in the car, and there were no injuries. I've left her a voice message to follow up with her about both her satisfaction with the car seat inspection appointment, and the positive outcome of the vehicle accident. I'll let you know if I hear anything else. This might be a good story to share with the LFRA Board and beyond.

Tyler, nice job getting the child's seat properly installed. Even though this was a low speed accident, I am sure that your efforts were a factor in preventing any injuries to the baby.

Thanks!

Scott Pringle
Deputy Fire Marshal
Loveland Fire Rescue Authority
Community Safety Division
410 E. 5th St.
Loveland, CO 80537
(970) 962-2614

"The greatest impact we can have on community safety is through preventative education."

Loveland Fire -

Words aren't enough to thank you all for the food donations you all brought in. With your help we took first place with 1,450 items!! You all are amazing!!

Thanks.

LPD / LFRA Dispatchers

ZION LUTHERAN CHURCH
815 East 16th Street
Loveland, Colorado 80538
970-667-1836
www.zionloveland.com
E-mail: info@zionloveland.com

Loveland Fire and Rescue Department
410 East 5th Street
Loveland, Colorado 80537

Dear Emergency Responders,

Thank you for sharing your gifts with our community. We said prayers for you in our worship and wanted to pass along these thank you notes from members of our congregation. Thank you for all that you do.

Sincerely,

Pastor Sonja Pancoast

Pastor Sonja Pancoast

Thank You

Thank you for sharing your gifts of compassion and care.

Thank you for sharing your gifts of compassion and care.

Thank you

Firetruck

Fire Train

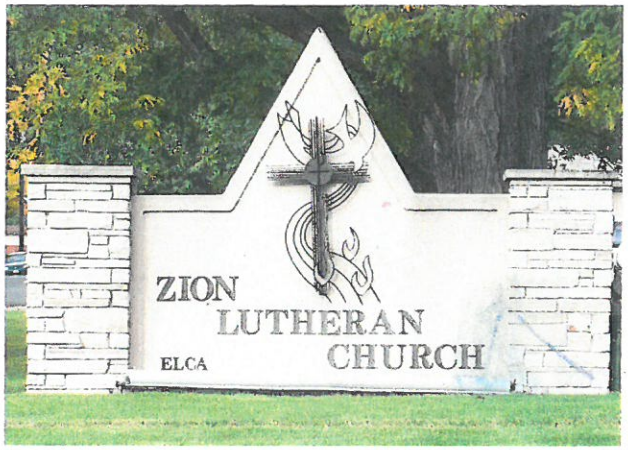
smoke stack

whistle

cab

wheels

GORDON



This is for you firefighters. I like to see you out my window when you go to help the people at the Hillcrest and Courtyard. Thank you!

- Gordon

GORDON

age 5

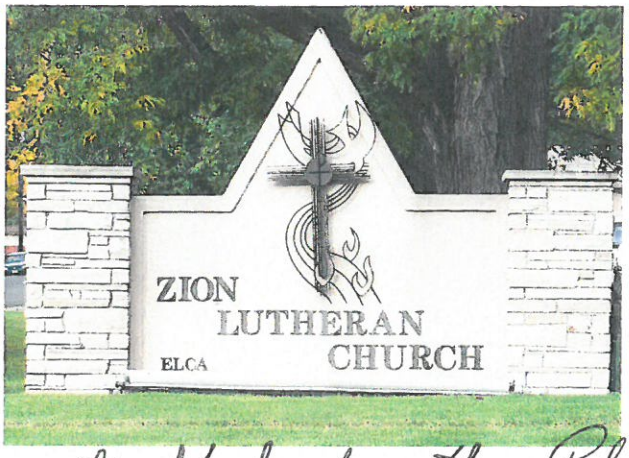
4-1-14

Dear fire fighters & policemen,

I want you to know how much all of you are so appreciated. You are such a blessing to our

whole community. I know it's often that you have to give up family time in emergencies. I pray that God will keep you in his care.

God bless you,
Connie Wahlers



We are thankful for the Police and Fire department for the service you do for the community for your protection.

Thank you for your valued service to our community.

Florence & Alan Oskansky

Loveland Fireman
& Police

Sincerely appreciate your
dedication,
Evelyn Haber

Dana Rey Hannon

March 5, 1972 - September 11, 2001

On behalf of all the people you serve, we want to send our thanks for the service you provide to so many families.

Why did I include this picture…..my husband was serving a parish in NJ as pastor, and Dana was a son of that congregation who grew up wanting to be a firefighter. He became a fire-fighter in NY in the fall of 2000 and was one of the first into the World Trade Center on 9/11.

We remember the service he and you provide and thank God for you today!

Paul and Debbie Joncas

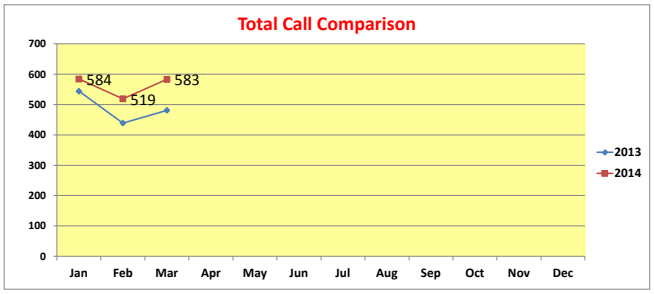
LOVELAND FIRE RESCUE AUTHORITY - *Operations*

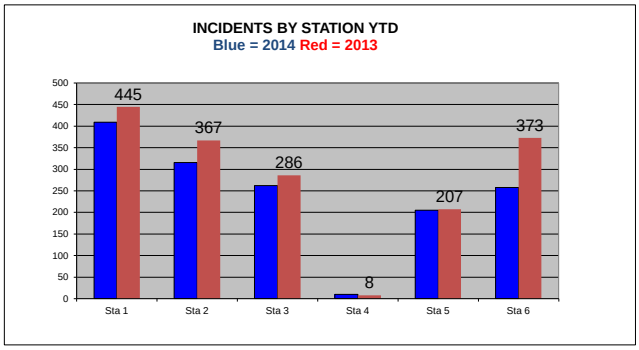
March, 2014

CALL INFORMATION

INCIDENT TYPE	CITY	RURAL	MO. TOTAL	YTD	%	Prev. Yr.
Structure Fire (Residential)	3	0	3	11		
Structure Fire (Commercial)	0	0	0	1		
Vehicle Fire	0	0	0	6		
Grass/Wildland Fire	1	2	3	7		
Smoke/Odor Investigation	6	3	9	30		
Fire Alarm	38	7	45	148		
Other Fire	23	5	28	53		
Total Fire Related	71	17	88	256	15%	243
Total Medical (EMS)	275	29	304	881	52%	782
Motor Vehicle Accident	26	18	44	142		
Hazmat	13	3	16	41		
Water/Ice Rescue	0	0	0	1		
Carbon Monoxide	15	3	18	53		
Public Asst. (Service)	36	4	40	105		
Cancelled Enroute	36	28	64	180		
No Incident Found	3	4	7	19		
Airport Standby	2	0	2	8		
Airport Emergency	0	0	0	0		
Total Miscellaneous	131	60	191	549	33%	443
Month-End Total	477	106	583			
Year Cumulative	1,348	338		1,686		1,468
Percentage YTD	80%	20%				

	Average Response Times YTD in Minutes	Prev. Year	Fire Confined to Room of Origin	Previous Year
Call to Tone Out	2.15	2.54	83%	0%
Dispatch to Enroute	1.08	.97		
Enroute to 1st Arrival	3.32	3.51		
Average on Scene	13.78	13.29		





MUTUAL/AUTO AID STATISTICS YTD

	Received	Hours	Given	Hours
Fort Collins	11	5.5	36	12.5
Previous Year	6	3.5	15	11.5
Berthoud	3	1.5	2	0.5
Previous Year	11	14.5	16	15
Big Thompson Canyon	1	0.5	14	12.5
Previous Year	1	0.5	15	23.5
Windsor	17	7	8	2.5
Previous Year	14	7.5	7	3
Johnstown	0	0	4	3.5
Estes Park	0	0	0	0
Previous Year Totals	32	26	53	53
YTD TOTALS	**32**	**14.5**	**64**	**31.5**

Training & Reserve	Hrs/Month	Hrs/Prev Month	Hrs/Prev Yr.	Hrs/Year to Date
Shift	1,514.00	985.00	3,781.00	3,361.00
Reservist	68.00	12.00	92.00	124.00
Admin	112.25	109.00	191.00	296.25
Total	1,694.25	1,106.00	4,064.00	3,781.25
Reservist Shift Hours	283.00	347.00	1,434.50	1,004.50

LOSS/SAVE INFORMATION

Type of Fire	City		Rural	
	Loss	Save	Loss	Save
Residential Structure	$ 58,655	$ 538,305		
Commercial Structure*			$ -	$ -
Other Fires	$ 751	$ 38,069	$ -	$ -
Month Total	$ 59,406	$ 576,374		$ -
Year Cumulative	**$ 149,154**	**$ 1,770,375**	**$ 28,484**	**$ 251,477**

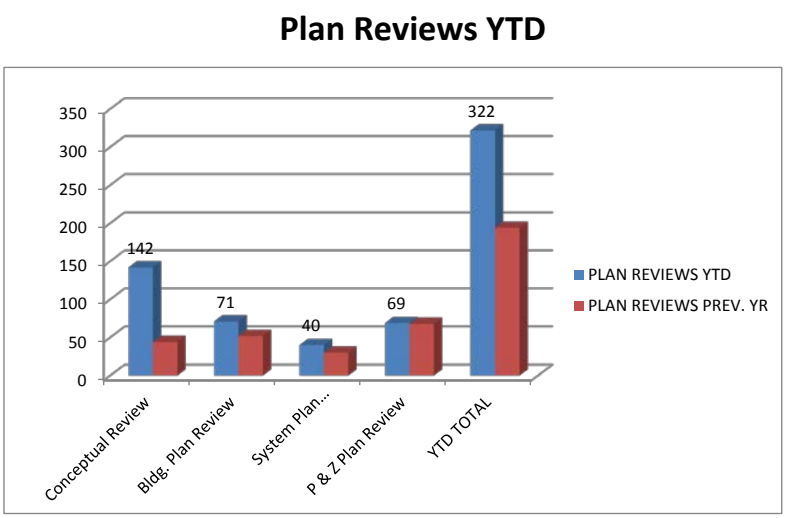
	Specialized Disciplines Training			
	YTD Courses	Prev. Yr. Courses	YTD Hrs.	Previous Yr. Hrs.
Collapse	4	9	16	7
Rope	5	24	13.75	23
Confined Space	3	6	4	25
Search/Rescue	0	1	0	2
Water	10	23	17	33.5
TAC	0	1	0	1.5
Hazmat	1	27	2	50
Wildland	111	72	209	153.5
YTD TOTALS	134	163	261.75	295.50

LOVELAND FIRE RESCUE AUTHORITY - *Community Safety Division*

March, 2014

PLAN REVIEW STATISTICS

	City	Rural	Totals	Hours
Conceptual Design	68	1	69	42.5
Previous Month	32	6	38	83
Previous Year	37	7	44	49
YTD Total	133	9	142	197
Building Plan Reviews	31	0	31	60
Previous Month	22	0	22	52.5
Previous Year	45	7	52	40
YTD Total	67	4	71	176.5
System Plan Reviews	17	0	17	16
Previous Month	14	0	14	12
Previous Year	30	0	30	35
YTD Total	40	0	40	41.5
P & Z Plan Reviews	20	0	20	40
Previous Month	27	0	27	50
Previous Year	63	5	68	50
YTD Total	66	3	69	120.5
TOTAL REVIEWS YTD	**306**	**16**	**322**	
Previous Year	**175**	**19**	**194**	

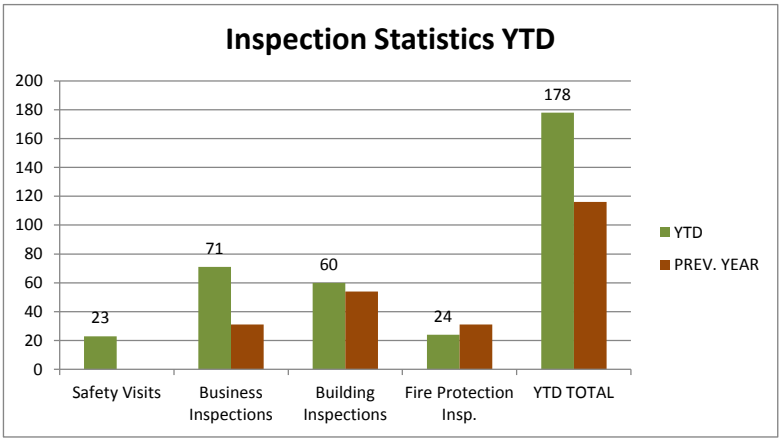


Conceptual Design Check-Ins YTD	139	51 hrs.

Average days in review - 7.2 days
Percent within goal time - 100% in March

INSPECTION STATISTICS

	City	Rural	Total	Hours
Safety Assessment Visit	2	0	2	1
Safety Re-Visit	0	0	0	0
Business Inspections	21	1	22	40.5
Previous Month	30	3	27	28.5
Previous Year	20	11	31	27
YTD Total	89	5	94	123.5
Building Construction	12	1	13	18.5
Previous Month	17	1	18	24
Previous Year	49	5	54	79
YTD Total	54	6	60	76
Fire Protection System	11	0	11	15
Previous Month	8	1	9	9.5
Previous Year	29	2	31	34
YTD Total	21	3	24	27.5
TOTAL INSPECTIONS YTD	164	14	178	
Previous Year	98	18	116	



CSD OTHER ACTIVITIES

	City	Rural	Hours	Mo. Total	Prev. Mo.	Prev. Yr.	YTD Total
Building/Systems Permits	14	2	7	16	23	25	48
Hazmat Permits	7	0	3	7	9	25	20
Tents/Special Events	2	0	1	2	0	0	3
Burn Permits Issued	0	19	2	19	6	57	41
Investigations	3	1	11	4	3	17	10
Service Call/Complaints	2	1	2.5	3	7	6	13
Car Seats Installed	18	0	9	18	8	37	40
JFS Program	1	0	2.5	1	0	2	2
Public Education Events	9	0	18.5	9	5	16	17
Total Pub. Ed. Contacts	454			454	85	371	619

Highlights/Projects

* Bureau 5 did 3 Strap & Snap, 4 Safety Village & the Price is Life presentations.
* Bureau 7 attended CFI Training in Denver on the 1st-7th.
* CSD staff completed the Wildland Pack Test.
* Attended the Vision Tours
* Continued with the Fire Safety Visits.