

Loveland Fire Rescue Authority Board Meeting



**Station 2
3070 W. 29th Street
Community Room
Loveland, Colorado 80537
Wednesday, April 29, 2015**

1:00 PM



2 of 119

Loveland Fire Rescue Authority (LFRA) Board Meeting Agenda
Station 2, 3070 W 29th Street
Community Room
Loveland, Colorado 80537
Wednesday, April 29, 2015
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, accesswif

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

AWARDS AND PRESENTATIONS

PUBLIC COMMENT

CONSENT AGENDA

Anyone in the audience will be given time to speak to any item on the Consent Agenda. Please ask for that item to be removed from the Consent Agenda. Items pulled will be heard at the beginning of the Regular Agenda. You will be given an opportunity to speak to the item before the Board acts upon it.

Public hearings remaining on the Consent Agenda are considered to have been opened and closed, with the information furnished in connection with these items considered as the only evidence presented. Adoption of the items remaining on the Consent Agenda is considered as adoption of the staff recommendation for those items.

Anyone making a comment during any portion of today's meeting should come forward state your name and address for the record before being recognized by the Chair. Please do not interrupt other speakers. Side conversations should be moved outside the meeting room. Please limit your comments to no more than five minutes.

1. Consider the Minutes from the Loveland Fire Rescue Authority Board for the March 25, 2015 Regular Board Meeting.
2. Consider a Resolution Approving the Establishment of an Addition to the Rules and Regulations of the Loveland Fire Rescue Authority Regarding the Establishment of, and Appointments to, the Loveland Fire Rescue Authority Advisory Commission
3. Consider a Resolution to Appropriate a Supplemental Budget Approved February 25, 2015
4. 2015 First Quarter Budget Report – *Budget Biz*

End of Consent Agenda

REGULAR AGENDA



3 of 119

Loveland Fire Rescue Authority (LFRA) Board Meeting Agenda
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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.

5. Discuss the Progress on the LFRA Employee Conversion Strategy
6. Presentation of the 2014 Annual Report
7. Discuss Status of the Rural District Mill Levy Strategy
8. Discuss Budget Reduction Strategy if Sales Tax on Food for Home Consumption is Eliminated
9. Review Briefing Papers and Correspondence
 - a. Chief's Report
 - b. March Statistics
 - c. Letters
10. Executive Session Concerning the 6-month Evaluation of the Fire Chief
11. Board Member New Business/Feedback
12. Any Other Business for Board Consideration

ADJOURN

Agenda Item Cover

Item No.: 1

Meeting Date: April 29, 2015

Prepared By: Renee Wheeler, Public Safety Administrative Director



TITLE

Consider the Minutes from the March 25, 2015 Loveland Fire Rescue Authority (LFRA) Board Meeting

EXECUTIVE SUMMARY

The attached document, prepared by Roylene Sterkel, is a record of the March 25, 2015 regular meeting of the LFRA Board. The document details the discussions at the meeting including: the consent agenda (minutes and a Rules and Regulations change for swearing in board members, and an intergovernmental agreement to donate wildland equipment), a discussion related to the LFRA employee conversion, a presentation on the wildland program, an overview on the Operations Division (particularly related to structural fire response), special meeting for the Fire Chief's six month Performance evaluation, the Chief's report and setting a special meeting and executive session for the Chief's six month evaluation.

BACKGROUND

Standard meeting protocol

STAFF RECOMMENDATION

Approve as written

FINANCIAL/ECONOMIC IMPACTS

N/A

ASSOCIATED STRATEGIC GOALS

N/A

ATTACHMENTS

March 25, 2015 Minutes



Loveland Rural
Fire Protection
District

Fire & Rescue Authority Board Meeting Minutes Wednesday, March 25, 2015

Members Present:

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

Rural Board Secretary Greg White
Chief Ned Sparks
City Manager Bill Cahill
Assistant City Attorney Tree Ablao
BSC Roylene Sterkel

Members Absent:

Councilor John Fogle

Visitors:

HR Director Julia Holland
Attorney Dino Ross
Mike McKenna
FRAC Vice-Chairman Bob Boggio
Battalion Chief Rick Davis
Battalion Chief Tim Smith
Capt. Mark Lyons
Capt. Robert Carmosino
Capt. Dave Schuetz
Engineer Chris Sandoli

Call to Order:

Chairman Swanty called the Fire & Rescue Authority Board meeting to order on the above date at 1:05 p.m.

Secretary Sterkel swore in Board Member Bill Cahill.

Public Comment:

None

Consent Agenda:

1. Consider the minutes from the Loveland Fire Rescue Authority Board for the February 25,

2015 Regular Board Meeting.

- 2.** Consider a Resolution to approve an Amendment to the Rules and Regulations for Swearing in the LFRA Board Members.
- 3.** Consider the approval of an Intergovernmental Agreement Regarding the Transfer of Wildland Equipment and Cooperation with the Glen Haven Fire District.

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

Regular Agenda: (Item 6 on the agenda was moved up to discuss first)

4. Discuss the progress on the LFRA Employee Conversion Strategy:

Chief Miller referenced the memo that was sent out to the Board regarding this issue and said he hoped the discussion today could focus on timelines, any questions, observations and items for staff to work on.

Attorney Ross said the memo he wrote was attorney/client privileged and asked the board if they wanted an executive session to discuss the memo or needed time with legal counsel.

Attorney Ablao said that an executive session was not posted for today. The board agreed to have an open discussion.

The work group that met on March 16th was charged with analyzing different aspects of moving the Fire Chief or the entire workforce under Loveland Fire Rescue Authority. The group talked about the need and the end result. Attorney Ross said the issues are complex and talked about whether the Fire Authority is long-term or a stepping stone to something else. Chairman Swanty assured him that the Authority is long-term with no other ultimate goal.

Mayor Gutierrez said the ultimate goal for the board is to have everyone under the Fire Authority and we need to move forward with that in mind and address obstacles.

Chairman Swanty reiterated that the Board would like to see the Fire Chief move over as soon as possible with the rest of the department following in an appropriate time frame. He talked about how much work this Board has done over the last three years to get to that end result and doesn't want to undo any of that hard work.

Rural Board Secretary White said the information that was sent out by the work group was not meant to reverse any course, but rather to inform the Board of obstacles that need to be addressed.

HR Director Holland agreed that risks and issues need to be identified so that realistic timelines can be established.

Chief Miller said he feels the information provided is a fair synopsis. He said that when Poudre Fire Authority went through this process they were able to do things that we are not able to do. He expressed his concerns about possibly having to spend \$80,000-100,000 more than originally discussed due to needing more outside services and counsel. He said the one question he gets asked consistently from staff is "why do we need to move everyone under the Authority".

PSAD Wheeler said change is always difficult for personnel and they need to be reassured and informed as this process moves forward.

HR Director Holland said she talked with a current City broker and they may have better solutions regarding benefits. She will continue to pursue what options there may be through a trust venue.

Chief Miller said he talked with someone who is part of a Public Sector Health Group and this may be something we want to look into as well. He will continue to gather information relative to this option and bring that information back to the Board.

Attorney Ross said there are certainly alternatives and options out there that can be looked at as we move forward.

City Manager Cahill said we have to investigate every option and be aware of any obstacles in **order to make sure we're moving in the right direction. He agreed that we don't have the** same options that PFA had when they went through this process years ago. Employees need reassurance on their interests.

Attorney Ross said there are two options. We can move the Fire Chief over as quickly as possible and wait on everyone else or we can work to move everyone at the same time. A lease option would be the quickest way to get the Fire Chief moved over and would entail an employment agreement where the benefits would be retained with the City of Loveland because it is not cost effective to set up a benefit package for one employee. The lease would require the Authority to obtain general liability and employment practices insurance. It also would add cost to the transition process that would be avoided if the Fire Chief was **transferred at the same time as the rest of the City's Fire/Rescue personnel. There's also a** possibility that the current City Charter may not allow the City to lease the Fire Chief to the Authority.

Chairman Swanty asked if the only advantage of doing a lease to move the Fire Chief over is that it is quicker, does that make sense or is it worth it?

Attorney Ross said that the work group expressed concerns that the benefits of leasing the Fire Chief to the Authority in advance of transferring the rest of the employees does not overcome the insurance cost, additional expense for the interim step and the issue of whether the City Charter permits a lease arrangement. He said the work group feels the process of moving all employees over at the same time could be accomplished by the end of 2015.

Chairman Swanty said he would be comfortable with the process of moving everyone at the same time if it can be accomplished by the end of the year. Mayor Gutierrez agreed with that comment.

Chief Miller reminded everyone that there will be elections in November and some of the Board may change due to that election. Mayor Gutierrez agreed that Board members could be different after the election and this Board has worked very hard toward the end result of having everyone under the Authority. Rural Board President Legits reminded the Board that the stability of the Authority **can't change due to** its by-laws.

City Manager Cahill posed the question as to whether staff can get the transition completed by November 1st. The Board asked the work group to move forward with progress and a timeline. PSAD Wheeler said the work group will need to meet more than once a month, perhaps every two weeks, **so they can report back to the Board at next month's meeting.** Chairman Swanty and Mayor Gutierrez indicated they would like to be part of the work group and suggested in his absence that Councilor Fogle had also expressed his interest in being part of that group.

City Manager Cahill said that updates on this process need to be given to City Council and the Rural Board. It was mentioned that there was a placeholder on the City Council study session schedule to brief the City Council on the progress May 26; however, it was agreed that a briefing earlier than that would be appropriate. City Manager Cahill and Chief Miller agreed to work on scheduling the briefing.

Attorney Ross said the work group will need to address benefits, City Municipal Codes, administrative regulations and processes, IGA's, etc. There may be some HR processes that need to stay with the City and require a service agreement with the City. City Manager Cahill said it may be a good alternative to leave some services with the City because we already know what those costs are.

Work group meeting dates and times will be sent to the people involved in the group.

Mayor Gutierrez told Chief Miller that if employees would like to meet with him or Chairman Swanty to discuss the issues or answer questions, they will make themselves available.

5. Presentation of the Wild Land Firefighting Program:

Captain Carmosino reviewed a Wildland Program insert from the Board packet. He gave a history and current status of the LFRA Wildland Program. He also talked about the 2014 accomplishments, 2015 goals and the future objectives. He said that a Harvard study indicated that Colorado is at high risk over the next ten years for substantial wildland fires.

Chief Miller said he has met with a work group to improve interactive mapping for rural residents that will allow them to see the risks that their homes may have for wildland fires.

Captain Lyons said that currently Fire Station 2 and 3 do Red Zone evaluations for residents to help give their homes a rating value for fire danger. Homeowners can click on their address to see what their rating is and gives them suggestions to improve it. LFRA has already completed 1,100 home evaluations.

Mayor Gutierrez asked if we have a policy for cost recovery in situations where someone starts a fire that requires our services. Chief Miller said it's not illegal to burn on private property if they have the proper permits in place. The sheriff's office told him that we could charge for our time and equipment, but we have not done that in the past. Rural Board Secretary White said some entities have an agreement through the sheriff's office and that may be something we need to be evaluated. Chief Miller said he would work on an IGA for that purpose. Rural Board President said the policy needs to include developments that may be outside our jurisdiction in the rural, but could encroach our jurisdictional boundaries.

6. Presentation of the Fire Rescue Operations Overview – Structure Fire Video:

Chief Miller said that FRAC wants to help with the upcoming rural mill levy. They viewed this video as well as visiting the Communications Center Dispatch Center. He said that if the Board would like to plan a visit to dispatch or see some live fire training it would be arranged.

Chief Ward shared a video from a local structure fire and explained the processes as the firefighters arrived on scene and fought the fire.

7. Review Briefing Papers and Correspondence:

- Chief Miller said the 2014 year-end report should be done by the April board meeting.
- Chief Miller will be sending out a memo to the board relative to recent meetings and

information about (Northern Colorado Radio Communications Network (NCRCN). They are dealing with very complex issues having to do with managing and funding radios for departments. There are eighteen agencies in this area that are part of the NCRCN.

- Chief Miller talked about an article written by Chief Ward that was highlighted in the “B Shifter” that talked about the structure fire we had at the Ward Building in 2013. “The Blue Card influenced design of LFRA’s battalion chief vehicle proved very effective for managing the fire’s command and control”. Chief Miller complimented Chief Ward on the well written article.

8. Board Member New Business/Feedback:

None

9.a. Schedule a Special Meeting for the Fire Chief’s Six Month Performance Evaluation.

HR Director Holland reported that the 360-surveys have been sent out and the Chief’s self-evaluation is done. The Board needs to meet prior to the next regularly scheduled meeting to pull everything together for the evaluation. After checking calendars, it was decided that everyone could meet on April 22nd.

Chairman Swanty moved that the LFRA Board call a Special Meeting and executive session pursuant to the LFRA Bylaws, to be held at 1:00 p.m., at Loveland Fire Station 2 on April 22, 2015. The purpose of the special meeting is:

1) to discuss personnel matters to include review, evaluation, deliberation, and discussion and provide the City Manager with direction regarding the six month evaluation of the Fire Chief, as authorized by CRS § 24-6-402(4)(f) and Charter Section 4-4(c)(5); and

2) to consider and discuss documents and materials related to these personnel matters that are not subject to public inspection under the Colorado Open Records Act, as authorized by CRS § 24-6-402(4)(g) and Charter Section 4-4(c)(6);

and in voting for this motion the Board agrees to waive their right for a separate special meeting notice.

Mayor Gutierrez seconded the motion and it carried.

HR Director Holland will send out invites to the members and the Executive Session will be posted as required.

With no further business Chairman Swanty adjourned the meeting at 3:20 pm.

Agenda Item Cover

Item No.: 2

Meeting Date: April 29, 2015

Prepared By: Renee Wheeler, Public Safety Administrative Director



TITLE

Consider a Resolution Approving the Establishment of an Addition to the Rules and Regulations of the Loveland Fire Rescue Authority Regarding the Establishment of, and Appointments to, the Loveland Fire Rescue Authority Advisory Commission

EXECUTIVE SUMMARY

Since LFRA Board is responsible for setting policy of the Authority, the citizen advisory board that is responsible for bringing the citizen's perspective to policy considerations should be aligned with the decision-making authority. At the January 28, 2015 the LFRA Board voted to recommend to City Council that the Fire Rescue Advisory Commission become a citizen advisory board to the LFRA Board rather than to City Council. On April 7, 2015, the City Council approved that action and dissolved the commission as a City Commission. Therefore LFRA rules and regulations amendments are required to reappoint all current members as an ad hoc commission to advise the LFRA Board.

BACKGROUND

When the Fire Authority was established, the City Council added two positions to the seven member commission for representation from the Rural District, Loveland Municipal Code section 2.60.110(B), and the alignment of the commission remained with City Council. This section of the code specifically identifies the purpose of the commission as an advisory body to the City Council and to the Loveland Fire Rescue Authority in the implementation of the fire protection master plan and the future strategic planning for the city and the Authority. In addition, the commission shall serve as an advisory body to the Fire Chief concerning fire protection, rescue, and emergency management issues.

City Council approved the municipal code revisions drafted by Tree Ablao, Assistant City Attorney representing LFRA.

The commission is recommended to be an ad hoc commission when it is reinstated with the LFRA Board. This would allow for them to invest their time specifically associated with project work (i.e. updating the Strategic Plan or the Rural District Mill Levy Strategy). If at some point in the future there is no project to work, then meetings could be suspended. The mechanics of how this would work would be approved by the LFRA Board as an addition to the Rules and Regulations document that identifies how LFRA administrative policies and procedures are handled.

Agenda Item Cover

Item No.: 2

Meeting Date: April 29, 2015

Prepared By: Renee Wheeler, Public Safety Administrative Director



The roster for the commission is attached.

STAFF RECOMMENDATION

Approve the resolution to amend the Rules and Regulations Document and appoint the following members three year staggered terms. The terms are the same as they were when they were members of the City's FRAC.

Member	Position/Governing Board Represented	Appointment Date	Expiration Date
Jon Smela	Chairperson/City	3/3/15	6/30/18
Bob Boggio	Vice Chair/Rural District	10/9/13	6/30/16
Dave Adams	Commission/City	8/21/12	6/30/15
Paul Pfeiffer	Commission/City	11/19/13	6/30/16
Elton Bingham	Commission/City	2/4/14	6/30/16
Leo Wotan	Commission/City	1/6/15	6/30/17
Vacant	Commission/City		6/30/16
Vacant	Commission/City		6/30/17
William Tillman	Commission/Rural District	7/25/12	6/30/15

FINANCIAL/ECONOMIC IMPACTS

N/A

ASSOCIATED STRATEGIC GOALS

All three strategic goals.

ATTACHMENTS

Resolution for Rules and Regulations Revisions
Fire Rescue Authority Advisory Commission Roster

RESOLUTION # R-048**A RESOLUTION APPROVING THE ESTABLISHMENT OF AN ADDITION TO
THE RULES AND REGULATIONS OF THE LOVELAND FIRE RESCUE
AUTHORITY REGARDING THE ESTABLISHMENT OF, AND APPOINTMENTS
TO , THE LOVELAND FIRE RESCUE AUTHORITY ADVISORY
COMMISSION**

WHEREAS, the Loveland Fire Rescue Authority (“Fire Authority”) is authorized, among other things, to adopt policies respecting the exercise of its powers and the carrying out of its purpose consistent with the terms of that certain Intergovernmental Agreement for the Establishment and Operation of the Loveland Fire Rescue Authority as a Separate Governmental Entity dated August 19, 2011 (“Formation Agreement”) and the Fire Authority bylaws; and

WHEREAS, on April 12, 2012, the Fire Authority developed and established rules and regulations setting forth the Fire Authority’s policies respecting such exercise of its powers and carrying out of its purpose; and

WHEREAS, the City established a fire rescue advisory commission (“FRAC”) to serve as a citizen advisory board to council and the Fire Authority and FRAC has played an important role in strategic planning and policy considerations; and

WHEREAS, since the Fire Authority board is responsible for setting policy of the Authority, the citizen advisory board that is responsible for bringing the citizen’s perspective to policy considerations should be aligned with the decision-making authority; and

WHEREAS, the Fire Authority board voted at their meeting on January 28, 2015 to make a recommendation to the Loveland City Council to dissolve the commission so that FRAC and its current members may be reappointed as an ad hoc commission to assist and advise the Fire Authority board;

WHEREAS, City Council dissolved the FRAC as a City advisory board on April 7, 2015 finding that it is better suited to be an advisory board to the Fire Authority.

WHEREAS, the Fire Authority board desires to establish FRAC as an ad hoc commission to assist and advise the Fire Authority board; and

WHEREAS, the Fire Authority board also desires that the those members serving on the commission at the time the City dissolved the FRAC be re-appointed to serve as the Fire Authority FRAC; and

WHEREAS, the Board finds that it is in the best interests of the Fire Authority to make adopt rules and regulations to carry out its purpose, including rules and regulations regarding the Loveland Fire Rescue Authority Advisory Commission policies and procedures and to make the appointments to the Fire Rescue Authority Advisory Commission as set forth below.

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

Section 1. That the Rules and Regulations of the Loveland Fire Rescue Authority shall be amended to add an additional section to carry out its purpose.

Section 2. That there shall be designated a section of such rules and regulations regarding the establishment of the Loveland Fire Rescue Authority Advisory Commission that shall read in full as follows:

...

7.0 Fire Rescue Authority Advisory Commission

A. There is established a fire and rescue advisory commission consisting of seven members who, as of January 1, 2015, have been previously appointed by the City and the District. When each of those sitting members' terms expire, new members will be appointed by the board as follows: Four of whom shall be residents of the City to serve a term of three years, and three of whom shall be residents of the Loveland Rural Fire Protection District to serve a term to be determined by the District. The District and the City shall have authority to appoint one member of its board and council to serve as a non-voting liaison to the commission. Members appointed by the Board shall not be employees or volunteers of the city or the District.

B. The purpose of the fire and rescue advisory commission shall be to serve as an advisory body as an ad hoc commission to the Loveland Fire Rescue Authority and to the fire chief concerning specific projects concerning fire protection, rescue and emergency services as well as in the implementation of the fire protection master plan and future strategic planning for the Authority.

Section 3. That the persons listed in the attached Exhibit A are hereby appointed as members of the Loveland Fire Rescue Authority Advisory Commission, each member's term will expire on the date indicated thereon and vacant positions and openings created by the term expiration shall be appointed in accordance with 7.0 of the Loveland Fire Rescue Authority Rules and Regulations set forth above.

Section 4. That this Resolution shall go into effect as of the date and time of its adoption.

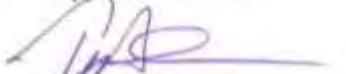
ADOPTED this _____ day of April, 2015.

Jeffrey M. Swanty, Chairperson

ATTEST:

Secretary

Approved as to form:



Teresa Ablao
Assistant City Attorney

EXHIBIT A**FIRE AND RESCUE ADVISORY COMMISSION**

<u>MEMBER</u>	<u>ADDRESS</u>	<u>TELEPHONE</u>	<u>APPOINT- MENT DATE</u>	<u>EXPIRA- TION DATE</u>
City Commission Members				
Jonathan Q. Smela jqstanley@comcast.net	236 Riker Ct Loveland CO 80537	H 667-3981 B 898-9439	3/03/15	6/30/18
Dave Adams david@heroshand.com	2522 N Empire Ave Loveland CO 80538	H 667-8229 B 217-1440	8/21/12	6/30/15
				6/30/15
Paul W. Pfeiffer pfeiffer331@gmail.com	331 Morgan Dr Loveland CO 80537	H 635-1907 B (303) 692-2896	8/21/07 7/20/10 11/19/13	6/30/16
Elton Bingham ecbingham@frii.com	3326 Indigo Ct Loveland CO 80538	H 669-9449 B 663-4145	2/4/14	6/30/16
Vacant				6/30/16
Leo Wotan leowotan@gmail.com	3608 Akron Ct Loveland CO 80538	H 669-0479 B 663-2400	1/6/15	6/30/17
Vacant				6/30/17
Rural Commission Members				
Bob Boggio bboggio2@lpbroadband.net	3905 Glade Rd Loveland CO 80538	H 667-4472 B 430-8157	10/9/13	
William Tillman william.tillman@thompsonschools.org	3 Idlewild Ln Loveland CO 80537	H 669-3008 B 613-7576	7/25/12	
Cecil Gutierrez Mayor@cityofloveland.org Council Liaison	1035 Crabapple Loveland CO 80538	H 619-0025 Phone Mail: 962-2190		
Leroy E. Anderson (Andy) Rural Board Liaison	808 Ptarmigan Run Loveland, CO 80538	H 402-2839	7/27/10	
Mark Miller, Chief Mark.Miller@cityofloveland.org Staff Liaison	410 E 5 St Loveland CO 80537	B 962 2827		
Bonnie Wright Bonnie.Wright@cityofloveland.org Office Support	410 E 5 St Loveland CO 80537	B 962-2497		

The term on the Commission is three years.

Two members are appointed by the Rural Fire Protection District and serves a term that is determined by the District.
4/22/15



Agenda Item Cover

Item No.: 3

Meeting Date: April 29, 2015

Prepared By: Renee Wheeler, Public Safety Administrative Director

TITLE

Consider a Resolution to Appropriate a Supplemental Budget Approved February 25, 2015

EXECUTIVE SUMMARY

The LFRA Board consideration of the resolution to appropriate the 2015 supplemental budget from the 2014 budget savings is the final step in the supplemental budget process.

BACKGROUND

The supplemental budget appropriation of the 2014 budget savings was approved by the Loveland Fire Authority Board February 25, 2015. 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 March 4, 2015 and the City of Loveland City Council approved the appropriation March 17, 2015. The City of Loveland contribution was included in the City of Loveland supplemental appropriation on second reading April 21, 2015. 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 2014 budget savings requested to the 2015 budget.

ASSOCIATED STRATEGIC GOALS

Deliver cost effective services.

ATTACHMENTS

Resolution

RESOLUTION NO. R-047

**A RESOLUTION APPROPRIATING A SUPPLEMENTAL BUDGET TO
THE 2015 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 2014 AND NEW PROJECTS**

WHEREAS, the City's 2014 budget included appropriations for projects not completed or closed out by the end of 2014, when the 2014 budget appropriations expired in accordance with the City of Loveland Charter and state law, requiring reappropriation in 2015 to permit expenditure of such funds to continue with respect to ongoing projects; and

WHEREAS, the Rural District's 2015 budget includes contingency appropriations for projects not completed or closed out by the end of 2014, 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 2014; 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 February 25, 2015; and

WHEREAS, the City Council approved the LFRA Supplemental Appropriation on March 17, 2015 and authorized the expenditure of these funds by enacting a supplemental budget and appropriation to the City budget for 2015 on second reading April 21, 2015, 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 2015 on March 4, 2015, 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 2015 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 the City of Loveland of \$419,826 and the Loveland Rural Fire Protection District of \$92,157 not appropriated at the time of adoption of the budget for 2015 have resulted from expenditures that were budgeted in the 2014 budget but not made. Appropriation of \$511,983 is necessary to permit expenditure of the funds in 2015 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:

2014 Rollover/Carryover Money for Appropriation in 2015

Account Title	Account Number	Amount	Description
Sources of Funds:			
Contribution from the City	604-22-227-1601-38600	\$419,826	82% of the operations fund; re-appropriated 2014 \$'s
Contribution from the Rural District	604-22-227-1601-32402	92,157	18% of the operations fund; approved use of contingency appropriated in 2014 Budget
Total Resources		\$511,983	

Uses of Funds:			
Other Services	604-22-227-1601-43899	50,000	Outside Legal Counsel
Other Services	604-22-227-1600-43899	5,000	Emergency Operations Center Modifications
Tools & Equip	604-22-227-1600-42033	31,750	Emergency Operations Center Modifications
Other Supplies	604-22-227-1600-42899	8,450	Emergency Operations Center Modifications
Other Capital	604-22-227-1600-49399	35,110	Emergency Management Performance Grant Collected in 2014
Other Supplies	604-22-227-1600-42899	2,040	Emergency Management Performance Grant in 2013
Other Services	604-22-227-1600-43899	23,550	Emergency Management Performance Grant in 2013
Other Capital	604-22-227-1600-49399	9,000	Emergency Management Performance Grant in 2013
Medical Leave Payout	604-22-224-0000-41011 MEDLEV	23,650	Medical Leave Payout
Repair & Maint.	604-22-224-0000-43569	20,000	Facilities Projects Station 3 & 5
Repair & Maint	604-22-224-0000-43569	20,000	Fiber Project to Station 5
Fleet Maintenance	604-22-226-1647-43562	5,000	Chief Vehicle purchased end of 2014
Fleet Replacement	604-22-226-1647-43654	4,830	Chief Vehicle purchased end of 2014
Training	604-22-223-1654-43270	8,750	Development Review Team Training
Safety Equip	604-22-225-1603-42097 FRDIVE	4,034	PO – Rescue Communications Equip
Other Services	604-22-227-1601-43899 GF1407	3,705	PO – Fire Adm Building Remodel Design
Computer Supplies	604-22-226-1646-42015	7,124	Replacement Copiers Stations 2, 3, 5, & 6
Computer Supplies	604-22-227-1601-42015	5,300	OMEGA Advanced Reporting Module
Retirement	604-22-224-0000-41547	5,300	Old Hire Pension Fund Contribution
Supplies	604-22-223-1651-42078	5,000	Smoke & CO Detectors
Other Capital	604-22-224-0000-49399	164,100	Station Alerting
Other Services	604-22-224-1605-43899 FRTRAIN	16,330	Leadership Development Program - Lts
Other Services	604-22-224-0000-43899	9,250	Opticom Maintenance
Tools & Equip	604-22-225-1603-42097 FRUSAR	8,400	Rescue Tool Hose Replacements
Other Supplies	604-22-226-1641-42899	7,200	Headsets

Account Title	Account Number	Amount	Description
Outsourced Fleet Maint	604-22-226-1647-43562	7,350	Replace seat with gear storage in three engines
Other Services	604-22-227-1601-43899	5,000	Fire Adm Building Remodel/Admin office moves
Training	604-22-225-1603-43270 FRUASR	4,740	Rigging for Rescue Course
Other Services	604-22-227-1601-43899	4,500	Surveying and other related services to rezone and sell Rossum Drive Property
Uniforms	604-22-225-1608-42025	4,000	Body Armor for new TacFire Team member
Employ. Screening/ Drug Testing	604-22-224-0000-43449	2,020	Random Drug Testing Program Reinstatement
Other Services	604-22-227-1601-43899	1,500	Leadership Development – Command Staff
Total Uses of Funds:		\$511,983	

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 29th day of April, 2015.

Jeffrey M. Swanty, Chairperson

ATTEST:

Secretary

Approved as to form:



Teresa Ablao
Assistant City Attorney

Agenda Item Cover

Item No.: 4

Meeting Date: April 29, 2015

Prepared By: Renee Wheeler, Public Safety Administrative Director



TITLE

2015 First Quarter Budget Report – *Budget Biz*

EXECUTIVE SUMMARY

The 2015 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 Resources* 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 2015. Revenues are in the Fire Authority Fund are at 26% of the annual budget, compared to 24% last year. Expenditures in the Fire Authority Fund are at 25% of the annual budget, compared to 18% last year.

STAFF RECOMMENDATION

Information Only

FINANCIAL/ECONOMIC IMPACTS

N/A

ASSOCIATED STRATEGIC GOALS

Deliver cost effective services.

ATTACHMENTS

Quarterly Budget Report – *Budget Biz*

2015



Budget Biz

Quarter 1 (January - March), Issue 10

Welcome to the tenth 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, through March, 2015. 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 2015

- Operations revenues are at 26% of the revenue budget compared to 24% last year.
- Operations expenditures 25% of the annual budget, compared to 18% last year.
- Old Station 2 sale to Thompson Valley Emergency Medical Services is complete for \$445,000.
- 100' Aerial Platform Truck went into service.
- Fire Authority Maturation process progresses with the assistance of an outside legal firm focusing primarily on the options available to transition employees from the City to LFRA without compromising benefits.
- The accreditation process is in full swing involving a majority of the department. Training has been conducted, and the self-assessment process has begun to evaluate the department on over 200 performance indicators.
- The ISO evaluation process is completed and we are waiting on the rating report.
- The Fire Code Appeals Board was changed from the citizen advisory board to three members of the Authority Board.
- The City dissolved the Fire Rescue Advisory Commission so that they could be re-established as the Authority Board's advisory commission.
- \$511,983 of 2014 budget savings has been re-appropriated to complete 2014 projects and address issues that have arisen since the 2015 budget was appropriated--namely station alerting.
- Revised Fee Schedule has been approved to changing the basis of the permitting fees from square feet to project valuation, effective May 1.

Inside this Issue

Budget Status (Revenue)	2
Budget Status (Expenditures)	4
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.

2015

LFRA Budget Status - Revenue

Loveland Fire Rescue Authority

Budget Revenue Report

Quarter Ending 3/31/2015, 25% of the Year

Segments/Accounts	Total Budget	YTD Rev*	Total Variance	Total % Uncollected	Total % Collected
Investment Activity as a % of the Total					
City Investment Pool					
Interest On Investments	\$500.00	\$234.41	\$265.59	53.12	46.88
Gain/Loss On Investments	500.00	-230.92	730.92	146.18	-46.18
SubTotal : Investment Activity	\$1,000.00	\$3.49	\$996.51	99.65	0.35
Community Safety					
Special Events (1)	\$31,500.00	\$8,225.50	\$23,274.50	73.89	26.11
Miscellaneous	0.00	25.00	-25.00	0.00	100.00
Building	58,400.00	10,140.98	48,259.02	82.64	17.37
Contractor	4,000.00	1,375.00	2,625.00	65.63	34.38
Fire Permit & Inspection	26,000.00	5,150.00	20,850.00	80.19	19.81
Firework Stand Review	12,350.00	0.00	12,350.00	100.00	0.00
Rural Fire Inspection Fee (2)	9,860.00	6,525.79	3,334.21	33.82	66.18
SubTotal : Community Safety	\$142,110.00	\$31,442.27	\$110,667.73	77.88	22.13
Station Operations					
State DOLA Firefighter Trust Premium (3)	0.00	8,925.00	-8,925.00	0.00	100.00
Academy Training	15,000.00	2,787.00	12,213.00	81.42	18.58
SubTotal : Station Operations	\$15,000.00	\$11,712.00	\$3,288.00	21.92	78.08
Technical Response and Systems					
Hazmat Mitigation	1,100.00	0.00	1,100.00	100.00	0.00
SubTotal : Technical Response and Systems	\$1,100.00	\$0.00	\$1,100.00	100.00	0.00
Administration					
Emergency Management Grant	43,000.00	0.00	43,000.00	100.00	0.00
Miscellaneous	5,000.00	0.00	5,000.00	100.00	0.00
Other Agency Deployment	20,000.00	0.00	20,000.00	100.00	0.00
Contribution - Rural Fire District	2,192,617.00	407,536.37	1,785,080.63	81.41	18.59
Contribution - Loveland	9,988,576.00	2,807,027.22	7,181,548.78	71.90	28.10
SubTotal : Administration	\$12,249,193.00	\$3,214,563.59	\$9,034,629.41	73.76	26.24
Grand Total : (4)	\$12,408,403.00	\$3,257,721.35	\$9,150,681.65	73.75	26.25

*YTD = Year to Date, Rev = Revenue

Revenue Variance Explanations



LFRA Budget Status - Revenue

Variance Explanations - Revenue

(1) Special Events

Budweiser Event Center Standby.

(2) Rural Fire Inspection Fee

Several substantial projects in the 25/34 Development (Apartment complex, Shooting Range, care facility).

(3) State DOLA Firefighter Trust Premium

Received reimbursement of premium paid to the Trust from the Colorado Division of Local Affairs based on the heart and circulatory legislation effective January 1.

(4) 2014 Reappropriations Posted to the Budget

Originally adopted budget	\$11,896,420.00
Reappropriation of 2014 Budget	511,983.00
Revised Budget Total	\$12,408,403.00

26% of the revenue budget has been collected to date compared to 24% last year for the same timeframe.



West Eisenhower Building Fire



West 36th Crawl Space Fire



West 4th Street Attic Fire



West 4th Street Attic Fire (2)

LFRA Budget Status - Expenditures

Loveland Fire Rescue Authority Authorized Spending Report by Division and Program Quarter Ending 3/31/2015, 25% of the Year

Segments	Total Budget	*YTD Exp	*YTD Enc	Total Available	Total % Available	Total % Spent
Community Safety						
Prevention	\$201,800.00	\$53,013.11	\$165.99	\$148,620.90	73.65	26.35
Business Inspections	158,180.00	34,343.12	0.00	123,836.88	78.29	21.71
Permitting & Development Review (1)	332,780.00	99,990.34	6,972.35	225,817.31	67.86	32.14
Community Safety	\$692,760.00	\$187,346.57	\$7,138.34	\$498,275.09	71.93	28.07
Station Operations						
General Station Operations	7,875,060.00	2,013,070.31	41,187.54	5,820,802.15	73.91	26.09
Training (2)	94,430.00	18,225.47	12,054.21	64,150.32	67.93	32.07
Station 1	47,730.00	6,198.26	150.37	41,381.37	86.70	13.30
Station 2	9,550.00	2,472.06	0.00	7,077.94	74.12	25.89
Station 3	7,630.00	1,609.25	0.00	6,020.75	78.91	21.09
Station 5	7,600.00	756.70	0.00	6,843.30	90.04	9.96
Station 6	9,550.00	1,690.11	0.00	7,859.89	82.30	17.70
Health/Safety (Fitness & Peer Support)	86,490.00	9,047.48	2,708.33	74,734.19	86.41	13.59
Station Operations	\$8,138,040.00	\$2,053,069.64	\$56,100.45	\$6,028,869.91	74.08	25.92
Technical Response and Systems						
Special Operations (Dive, Hazmat & Urban Rescue)	94,254.00	7,474.78	389.88	86,389.34	91.66	8.34
Wild Land	45,500.00	5,219.55	3,769.00	36,511.45	80.25	19.76
Emergency Medical Service (3)	23,050.00	1,634.90	12,000.00	9,415.10	40.85	59.15
Tac Fire	18,270.00	239.98	39.98	17,990.04	98.47	1.53
Aircraft Rescue and Firefighting	2,280.00	0.00	0.00	2,280.00	100.00	0.00
Technical Response and Systems	\$183,354.00	\$14,569.21	\$16,198.86	\$152,585.93	83.22	16.78
Equipment Maint & Replacement						
Communications / Telephone	189,110.00	12,091.43	3,274.36	173,744.21	91.88	8.13
Hoses	30,890.00	0.00	0.00	30,890.00	100.00	0.00
Ladders/Small Engine	11,550.00	398.18	148.44	11,003.38	95.27	4.73
Self Contained Breathing Apparatus	53,520.00	1,757.18	2.82	51,760.00	96.71	3.29
Thermal Imaging	13,820.00	0.00	0.00	13,820.00	100.00	0.00
Computer Equipment (4)	21,724.00	7,124.00	0.00	14,600.00	67.21	32.79
Vehicles and Apparatus	1,003,770.00	215,115.33	29,647.00	759,007.67	75.62	24.38
Equipment Maint & Replacement	\$1,324,384.00	\$236,486.12	\$33,072.62	\$1,054,825.26	79.65	20.35
Administration						
Emergency Management	289,740.00	30,946.11	3,700.55	255,093.34	88.04	11.96
Admin (Including Services Provided by City)	1,780,125.00	434,961.64	1,039.99	1,344,123.37	75.51	24.49
Administration	\$2,069,865.00	\$465,907.75	\$4,740.54	\$1,599,216.71	77.26	22.74
Grand Total (5)	\$12,408,403.00	\$2,957,379.29	\$117,250.81	\$9,333,772.90	75.22	24.78

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

Expenditure Variance Explanations 

LFRA Budget Status - Expenditures

Variance Explanations - Expenditures

(1) Permitting & Development Review

\$8,750 purchase order with balance of \$6,919.93 for 2015 Development Review Team training sponsored by the City Manager's Office.

(2) Training

\$6,255.67 purchase order for Training Center table replacement and furniture for new Training Lieutenant, \$3,000 for trainer on situational awareness, and other training costs on purchasing cards.

(3) Emergency Medical Service

\$12,000 purchase order for the cost of the Physician Advisor.



(4) Computer Equipment

Five copier/printer replacements.

(5) 2014 Reappropriations Posted to the Budget

Originally adopted budget	\$11,896,420.00
Reappropriation of 2014 Budget	511,983.00
Revised Budget Total	\$12,408,403.00

25% of the budget has been committed for the first quarter of the year compared to 18% for the same timeframe in 2014.

Loveland Fire Rescue Authority

Authorized Spending Report by Account Class

Quarter Ending 3/31/15, 25% of the Year

Segments	Total Budget	*YTD Exp	*YTD Enc	Total Available	Total % Available	Total % Spent
Personal Services	\$8,722,490.00	\$2,291,295.73	\$0.00	\$6,431,194.27	73.73	26.27
Supplies	546,418.00	60,208.70	45,083.40	441,125.90	80.73	19.27
Purchased Services	2,819,045.00	592,615.80	42,520.41	2,183,908.79	77.47	22.53
Capital Outlay	320,450.00	13,259.06	29,647.00	277,543.94	86.61	13.39
Grand Total (1)	\$12,408,403.00	\$2,957,379.29	\$117,250.81	\$9,333,772.90	75.22	24.78

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

(1) Grand Total

The total budget includes the \$511k reappropriation of 2014 budget dollars. There are several encumbrances: development review team training, techgen uniforms, drug testing, ramp system for the command training center, training center table replacements, furniture and vehicle for the new Training Lieutenant, the EMS Physician Advisor for the year, and cabling for the emergency operations center.

Other Resources

City's Capital Replacement Fund:

Ladder Truck Refurb Budget	\$606,240.00
Plus Reappropriation for the Aerial Platform Truck (final reading in April)	925,094.00
Less Actual Expenditures (Aerial Platform)	806,309.87
Less Encumbrances (Purchase Order-Refurb)	485,203.00
Remaining Budget	<u>\$239,821.13</u>

Ladder Truck Refurbishment and the remaining 2014 budget for the 100' Aerial Platform Truck and equipment necessary to make it service ready. Still waiting on the final \$22,000 invoice but the truck is in service.

City's Fire Capital Expansion Fee Fund:

Budget (final reading in April)	\$295,000.00
Less Actual Expenditures	1,727.20
Less Encumbrances (Purchase Orders)	0.00
Remaining Budget	<u>\$293,272.80</u>

New Training Center Property Design; the actual expenditure is related to a final close out bill from Belford Watkins for the Station 2 construction.

This fund is also being charged for an allocated share of the Capital Expansion Fee Study; however, LFRA only reports on Fire related expenditures. \$15,000 was appropriated in 2014. There was a balance of \$11,000 that has been included in the reappropriation ordinance; the actual expenditures in 2015 through 3/31/15 are \$1,021.55.

In the Works

LFRA Maturation

- ◆ FRAC - Preliminary work has been completed on dissolving the Fire Rescue Advisory Commission as a City Council commission and reinstating it as an advisory commission to the Loveland Fire Rescue Authority Board.
- ◆ Other Separate Entity Designations
 - ⇒ LFRA in 2012 applied for and received a tax identification number. However, Federal grants have continued to be submitted under the City's (**DUNS Number** - Dun and Bradstreet organization identification number and **SAM's Number** - System for Award Management). LFRA has their own numbers now.
 - ⇒ Fuel Tax Exemption Certificate – There is legislation that allows for the City to purchase fuel for other government related entities; however, tax has to be collected unless that organization has a fuel tax exemption certificate. The certificate has been received.
- ◆ LFRA has hired Ireland Stapleton Pryor & Pascoe, PC, an outside legal firm, to manage the conversion of the employees to the Authority. Dino Ross and Emily Powell are the attorneys that will bring their expertise to assist with completing the project by the last quarter of the year.
- ◆ A working group has been established that will meet every two weeks to work through the details with the outside attorneys. There is representation from the LFRA Board, executive staff, three captains, the Human Resources Director, Rural District, and the City Attorney's office. Options are being explored for all the benefits that are currently provided to employees.

2000 Smeal Ladder Truck Refurbishment

The contract was issued for \$485,203 and work has begun on the refurbishment of the 2000 Smeal Ladder Truck.

New Training Center Property off of Railroad Avenue

Regarding the newly acquired training center property off of Railroad Avenue, the tenants have been provided notice that they need to vacate the property by July 31, 2015. The savings from the Station 2 construction has been submitted for City Council consideration to re-appropriate it in 2015 for the design of improvements to the property, namely the new training tower.

Loveland Rural Fire Protection District Fees

There has been considerable collaboration with CSD to modify the basis for development review construction permit fees and creating the fees table. The fees will be modified from a square foot basis to a valuation basis. The plan check fee will be 65%

In the Works Continued...

of the permit fee and the fire sprinkler per head inspection fees will be eliminated, because the inspection is considered to be part of the service to issue a permit. CSD will work with Front Range Fire Authority (Johnstown/Milliken), who also has a need to revise fees. It is our hope that our fee structure will meet their needs so that fees will be the same for both organizations. This will also require working with Larimer County.



Mandatory Drug Testing began in January

As of January 1, all sworn members of LFRA fell under the City of Loveland's Random Drug testing requirement. The City of Loveland Human Resources Department will administer the program. The vendors the City uses for the process are: Oikos perform tests and WPCI reads the results. 30% of sworn members are tested annually (calendar year) for drugs and 10% are tested annually (calendar year) for alcohol. Roughly 32 members will be selected in 2015. Each test will cost \$50.

Grants Submitted

Two grants were submitted to the Colorado Firefighter Safety and Disease Prevention Grant Program: a \$22,525 LFRA grant for the Plymovent Diesel Exhaust System for Station 5 and a \$16,087 Big Thompson Canyon Volunteer Fire Department grant to replace the existing bunker gear extractor and dryer for Station 8. These grants do not require a match.

Business Services Coordinator Roylene Sterkel and Deputy Fire Marshal Scott Pringle prepared and submitted a \$3,978 foundation grant to buy smoke detectors to give out to those in need within the community.

Heart and Circulatory Benefit

All full time firefighters that have been with the organization for at least five years have Heart and Circulatory Benefits provided through a State trust. The \$8,925 premium paid to the trust has been reimbursed by the Colorado Division of Local Affairs.

Reserve and Part-Time Firefighter Policies

The VFIS reserves and part time firefighter accident and sickness policy was renewed. VFIS has assured LFRA that the intent is to include the increase in benefits for the Heart and Circulatory legislation even though that is not mandatory coverage for us, with the exception of paying a firefighter more than he/she would have earned on duty. The renewal premium was actually less than the prior year, \$6,507 in 2015 compared to \$6,676 in 2014. 2015 is the first year of a three year commitment, so the price is locked in through 2017.

Consolidated Fire Volunteer Pension Fund Actuarial Application

The actuarial application checklist for the Consolidated Fire Volunteer Pension Fund was submitted. In January the census data (listing of all participants and their service credits) was submitted, and in February an application for the bi-annual actuarial study (that provides the assessed valuation, the previous contributions from LFRA and the State, and the benefit change options for evaluation) was submitted. The current monthly benefit for fully vested retirees is \$700 a month. The Pension Board voted on February 18th to pay \$1,200 from the pension fund to have the actuaries calculate the commitment that would be necessary for three different monthly benefit change options: \$735, \$750 and \$775.



LFRA Twitter

LFRA has created a Twitter account as part of our plan to ramp up our social media presence. We already have many followers and plan to be, active Tweeters! Follow us on Twitter: @LovelandFRA.

Fire Code Appeals Board

An ordinance to recommend to City Council that a new fire code board of appeals be established with LFRA Board members was submitted. The Fire Rescue Advisory Commission served in this capacity (per Loveland Municipal Code 15.04.150). The Fire Authority Board recommended that Appeals Board be comprised of at least three LFRA Board members, provided that one of the members present is from the Rural District. City Council approved this action on first reading March 17, 2015, and both items are up for second reading at the April 7, 2015 Council meeting.

In the Works Continued...



Part-Time Emergency Management Position

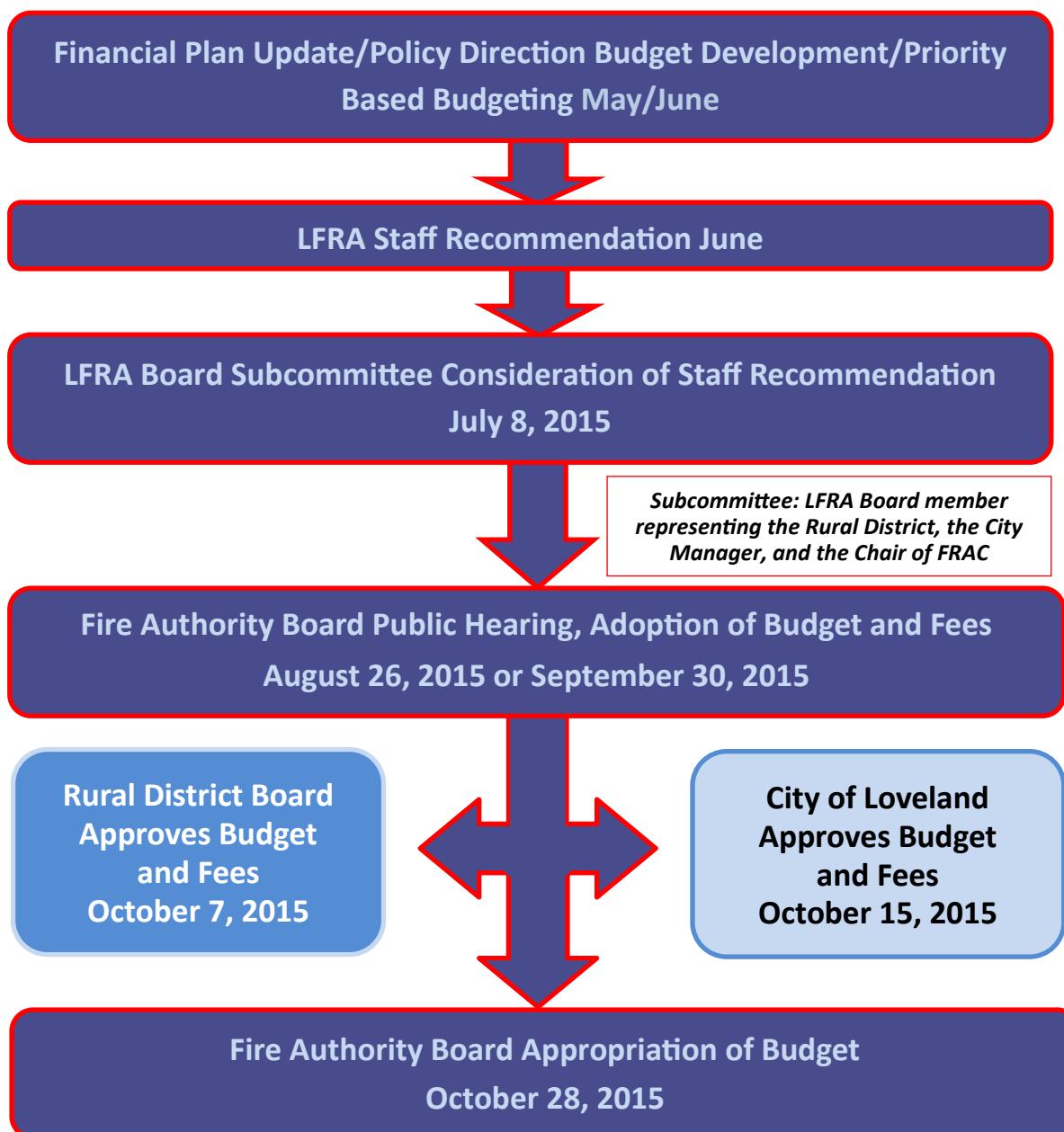
LFRA is finalizing the job description and scope to hire a part-time emergency management position to focus specifically on researching, organizing, and writing a variety of emergency plans and procedures. This position will be temporary, and funded through an emergency management grant. Additionally, the position will assist in the development, design, conduct, and evaluation of emergency and disaster exercises.



Rural Fire District Mil Levy Election

Staff has begun working to develop a strategy for the possibility of holding a mill levy election in 2016 as planned to increase the funding stream into the Rural Fire Protection District to meet their commitment to the strategic plan. The Rural District Financial Plan has been updated to determine the mill levy that will be required and special meetings are beginning to bring a proposed process back to the Rural Board for consideration.

2015 Proposed LFRA Budget Process



Agenda Item Cover

Item No.: 5

Meeting Date: April 29, 2015

Prepared By: Renee Wheeler, Public Safety Administrative Director



TITLE

Discuss the Progress on the LFRA Employee Conversion

EXECUTIVE SUMMARY

Dino Ross, outside attorney, will provide an overview of the project timeline and highlight progress of the bi-weekly meetings to date. Julia Holland, City Human Resources Director, has attached a multi-employer benefits provider proposal for the Board's review.

BACKGROUND

The attached timeline was developed by Emily Powell, attorney with Ireland Stapleton. It is a mechanism to keep the project progressing for a late October or early November completion. This document will be revised after each meeting to use it as tracking mechanism for additional tasks that are identified and tasks are completed. It was reviewed by the project working group on April 20th and the group thought it was reasonable. When considering the timeline, please also consider the following.

1. In developing the timeline, the attorneys tried to allow for the maximum amount of time in an effort to be conservative. For example, the compliance with the City's procurement policy for obtaining proposals on employee benefits and insurance policies, if it is determined that a request for proposal is necessary.
2. The timeline does not include abolishing the City's Fire & Rescue Department as a task, because it may make more sense to abolish the Fire & Rescue Department in Phase II as part of the real and personal property transfer. That task will be added to the timeline if the workgroup believes it should be accomplished at the time the workforce is transferred.
3. The communication with the workforce is not specifically included in the timeline although it is very important. Chief Miller will send out summary emails on the progress to the entire department after each working group meeting. Three Captains (one from each shift) have been added the project work group. They will be responsible for bringing questions from the workforce to the workgroup. A question and answer web page will be developed so all members of the department receive the answers to the questions.
4. The timeline is intended as a "living document". It will be updated and reorganized regularly as the project progresses and tasks move faster or slower than expected, or new tasks are identified. The tasks identified in the timeline so far are:

Agenda Item Cover

Item No.: 5

Meeting Date: April 29, 2015

Prepared By: Renee Wheeler, Public Safety Administrative Director



- Legal Document Preparation
 - o Amend Municipal Code section 2.44.050 to add the Authority as an entity with which the City may enter into cooperative agreements
 - o Amend Municipal Code section 2.44.040 as necessary
 - o Revise AR 00003 – Reduction-in-Force
 - o Authority Resolution assuming personnel, accrued leave, personnel policies, and SOGs/SOPs
 - o City Resolution/Ordinance transferring personnel and possibly addressing issues related to accrued leave
- Insurance and Employee Benefits (Except Retirement Benefits)
 - o Change the Colorado Firefighter Heart and Circulatory Benefits Trust plan sponsor
 - o Change the Death and Disability plan sponsor
 - o Obtain new contracts for employee benefits and Authority insurance
 - o Establish Authority wage withholding and unemployment insurance accounts
- Retirement Benefits
 - o Change the ICMA 401(a) plan sponsor, and revise the plan document to allow participation by administrative employees
 - o Transfer administrative employees from the Great West pension plan to the ICMA pension plan
 - o Establish an Authority 457(b) plan
- Personnel Policies and SOPs/SOGs
 - o Authority legal review of AR personnel policies and SOPs/SOGs
- Administrative Services Contract
 - o Establish Administrative Services Agreement between the Authority and the City
- Fire Chief Employment Agreement
 - o Establish a new Employment Agreement between the Authority and Chief Miller

STAFF RECOMMENDATION

Information Only

FINANCIAL/ECONOMIC IMPACTS

It is anticipated that the cost for the benefits broker to draft the multiple employer provider plan documents will be \$4,200.

ASSOCIATED STRATEGIC GOALS

All three strategic goals

ATTACHMENTS

Project Timeline

**WORKFORCE TRANSFER FROM
CITY OF LOVELAND FIRE AND RESCUE DEPARTMENT TO
LOVELAND FIRE RESCUE AUTHORITY**

Updated April 12, 2015

- Legal Document Preparation
- Insurance and Workforce Benefits (Except Retirement Benefits)
- Retirement Benefits
- Personnel Policies and SOPs/SOGs
- Administrative Services Contract
- Fire Chief Employment Agreement
- Scheduled Meetings

DONE	ACTION	RESPONSIBLE PARTY(IES)	DEADLINE
April			
4-6	Workgroup meeting.	Workgroup	April 6
	Materials for 4-28 City Council work session due.	Workgroup	April 13
	Workgroup meeting. <ul style="list-style-type: none"> • Discuss updates since April 6 Workgroup meeting. • Discuss and develop revisions to the workforce transfer timeline. 	Workgroup	April 20
	Materials for 5-5 City Council meeting due.	Workgroup	April 20
	City Council meeting - status briefing, if appropriate.	City Council	April 21
	Materials for 4-29 Authority Board meeting due.	Workgroup	April 21
	Contact CFH Trust regarding the procedure for changing the Colorado Firefighter Heart and Circulatory Benefits Trust plan sponsor; update workforce transfer timeline accordingly.	Emily	April 24
	Contact FPPA regarding the procedure for changing the Death and Disability plan sponsor; update workforce transfer timeline accordingly.	Emily	April 24
	City Administrative Regulation (AR) personnel policies transmitted to Dino/Emily for Authority legal review.	Julia	April 24
	Department SOPs/SOGs transmitted to Dino/Emily for Authority legal review.	Captain Lyons	April 24
	Materials for 5-12 City Council work session due.	Workgroup	April 27
	City Council work session.	City Council	April 28
	Authority Board meeting - status briefing.	Authority Board	April 29
May			
	Contact Great West regarding procedure for transferring administrative employees from the Great West pension plan to the ICMA pension plan; update workforce transfer timeline accordingly.	Julia/Emily	May 1
	[For discussion] Contact FPPA regarding possibility of establishing an Authority 457(b) plan; update workforce transfer timeline accordingly.	Julia/Emily	May 1

**WORKFORCE TRANSFER FROM
CITY OF LOVELAND FIRE AND RESCUE DEPARTMENT TO
LOVELAND FIRE RESCUE AUTHORITY**

Updated April 12, 2015

- Legal Document Preparation
- Insurance and Workforce Benefits (Except Retirement Benefits)
- Retirement Benefits
- Personnel Policies and SOPs/SOGs
- Administrative Services Contract
- Fire Chief Employment Agreement
- Scheduled Meetings

DONE	ACTION	RESPONSIBLE PARTY(IES)	DEADLINE
	<p>Contact ICMA regarding:</p> <ul style="list-style-type: none"> • Procedure for changing the plan sponsor on the ICMA 401(a) pension plan, revising the plan document to allow participation by administrative employees, and transferring administrative employees from the Great West pension plan to the ICMA pension plan; and • [For discussion] Possibility of establishing an Authority 457(b) plan. <p>Update workforce transfer timeline accordingly.</p>	Julia/Emily	May 1
	Workgroup meeting.	Workgroup	May 4
	Materials for 5-19 City Council meeting due.	Workgroup	May 4
	City Council meeting - status briefing, if appropriate.	City Council	May 5
	District Board meeting - status briefing, if appropriate.	District Board	May 6
	Draft Ordinance amending Municipal Code section 2.44.050 to add Authority as an entity with which the City may enter into cooperative agreements, and to make other revisions as necessary; circulate to Workgroup for review and comment.	Tree/City Manager Cahill	May 8
	<p>Materials for 5-26 City Council work session due.</p> <ul style="list-style-type: none"> • Meet with Authority Board members and Workgroup. 	Workgroup	May 11
	Workgroup provides comments on Ordinance amending Municipal Code section 2.44.050 to add Authority as an entity with which the City may enter into cooperative agreements, and to make other revisions as necessary.	Dino/Emily/ Julia/Chief Miller	May 12
	City Council work session.	City Council	May 12
	Draft revised AR 00003 – Reduction-in-Force to exclude the transfer of Fire & Rescue Department personnel to Authority from the definition of RIF; circulate to Workgroup for review and comment.	Tree/Julia/City Manager Cahill	May 13
	Workgroup meeting.	Workgroup	May 18
	<p>Materials for 6-2 City Council meeting due.</p> <ul style="list-style-type: none"> • Ordinance amending Municipal Code section 2.44.050 to add Authority as an entity with which the City may enter into cooperative agreements, and to make other revisions as necessary. 	Workgroup/ Tree	May 18

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DONE	ACTION	RESPONSIBLE PARTY(IES)	DEADLINE
	City Council meeting - status briefing, if appropriate.	City Council	May 19
	Materials for 5-27 Authority Board meeting due.	Workgroup	May 19
	Workgroup provides comments on revised AR 00003 – Reduction-in-Force.	Dino/Emily/Chief Miller	May 20
	Materials for 6-9 City Council work session due.	Workgroup	May 22 (May 25 is Memorial Day)
	City Council work session. <ul style="list-style-type: none"> • Meet with Authority Board members and Workgroup. 	City Council	May 26
	Authority Board meeting - status briefing.	Authority Board	May 27
	Complete initial Authority legal review of AR personnel policies. Circulate recommended revisions, if any, to Workgroup for review and comment.	Dino/Emily	May 29
	Complete initial Authority legal review of SOPs/SOGs. Circulate recommended revisions, if any, to Workgroup for review and comment.	Dino/Emily	May 29
June			
	Workgroup meeting.	Workgroup	June 1
	Materials for 6-16 City Council meeting due. <ul style="list-style-type: none"> • Ordinance amending Municipal Code section 2.44.050 to add Authority as an entity with which the City may enter into cooperative agreements, and to make other revisions as necessary. • Revised AR 00003 – Reduction-in-Force. 	Workgroup/ Tree	June 1
	City Council meeting. <ul style="list-style-type: none"> • City Council conducts first reading of the Ordinance amending Municipal Code section 2.44.050 to add Authority as an entity with which the City may enter into cooperative agreements, and to make other revisions as necessary. 	City Council	June 2
	District Board meeting - status briefing, if appropriate.	District Board	June 3
	Materials for 6-23 City Council work session due.	Workgroup	June 8
	Complete draft Fire Chief Employment Agreement.	Dino/Emily	June 8

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DONE	ACTION	RESPONSIBLE PARTY(IES)	DEADLINE
	City Council work session.	City Council	June 9
	Workgroup meeting.	Workgroup	June 15
	City Council meeting. <ul style="list-style-type: none"> • City Council approves on second reading the Ordinance amending Municipal Code section 2.44.050 to add Authority as an entity with which the City may enter into cooperative agreements, and to make other revisions as necessary. • Discuss revised AR 00003 – Reduction-in-Force. 	City Council	June 16
	Materials for 6-24 Authority Board meeting due. <ul style="list-style-type: none"> • Draft Fire Chief Employment Agreement. 	Workgroup/ Dino/Emily	June 16
	[If determined necessary] Complete first draft of RFP(s) and RFP Notice(s) for workforce benefits and Authority insurance. Circulate to Workgroup for review and comment. <ul style="list-style-type: none"> • Medical, employee health clinic, dental, and vision • Short-term and long-term disability • Life insurance/AD&D and voluntary life insurance/AD&D • Wellness program • FMLA administration • Workers' compensation • General commercial liability and/or EPL insurance 	Julia/Tree	June 19
	Issue revised AR 00003 – Reduction-in-Force.	City Manager Cahill	June 19
	Materials for 7-7 City Council meeting due.	Workgroup	June 22
	City Council work session.	City Council	June 23
	Authority Board meeting - status briefing. <ul style="list-style-type: none"> • Authority Board reviews and provides comments on draft Fire Chief Employment Agreement. 	Authority Board	June 24

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DONE	ACTION	RESPONSIBLE PARTY(IES)	DEADLINE
	Workgroup provides comments on recommended revisions to Authority AR personnel policies.	Tree/Julia/Chief Miller/ Others?	June 30
	Workgroup provides comments on recommended revisions to Authority SOPs/SOGs.	Tree/Captain Lyons/ Chief Miller/Others?	June 30
	Workgroup meeting.	Workgroup	June 29
	Materials for 7-14 City Council work session due.	Workgroup	June 29
July			
	Finalize Fire Chief Employment Agreement as necessary based on Authority Board's comments.	Dino/Emily	July 1
	[If determined necessary] Workgroup provides comments on RFP(s) and RFP Notice(s) for workforce benefits and Authority insurance.	Dino/Emily/Chief Miller/Renee/Others?	July 1
	District Board meeting.	District Board	July 1
	Materials for 7-21 City Council meeting due.	Workgroup	July 6
	City Council meeting.	City Council	July 7
	[If determined necessary] Complete final RFP(s) and RFP Notice(s) for workforce benefits and Authority insurance.	Tree/Julia	July 8
	[If determined necessary] Send RFP Notice(s) for employee benefits and District insurance to City Clerk for publication.	Tree/Julia	July 10
	Workgroup meeting.	Workgroup	July 13
	Materials for 7-28 City Council work session due.	Workgroup	July 13
	City Council work session.	City Council	July 14
	[If determined necessary] RFP Notice(s) are published and distributed to Purchasing for inclusion on BidNet.	Tree/Julia/City Clerk	July 17
	Materials for 8-4 City Council meeting due. <ul style="list-style-type: none"> • Proposed Chief Employment Agreement (for informational purposes). 	Workgroup	July 20
	Complete initial draft of the Administrative Services Contract. Circulate draft to Workgroup for review and comment.	Dino/Emily	July 21

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DONE	ACTION	RESPONSIBLE PARTY(IES)	DEADLINE
	Complete initial draft of Authority Resolution hiring personnel upon transfer by the City; accrued vacation/sick/holiday leave (other?); personnel policies; and SOPs/SOGs. Circulate draft to Workgroup for review and comment.	Dino/Emily	July 21
	Complete initial draft of City Council Resolution/Ordinance transferring personnel; [for discussion] approving payout of accrued leave; and [for discussion] transferring a portion of the accrued leave reserve to the Authority. Circulate draft to Workgroup for review and comment.	Tree/City Manager Cahill	July 21
	City Council meeting.	City Council	July 21
	Materials for 7-29 Authority Board meeting due. <ul style="list-style-type: none"> • Proposed Fire Chief Employment Agreement. 	Workgroup/ Dino/Emily	July 21
	[If determined necessary] Conduct pre-proposal meeting on RFP for workforce benefits and Authority insurance.	Tree/Julia/Chief Miller	July 24
	Workgroup meeting.	Workgroup	July 27
	Materials for 8-11 City Council work session due.	Workgroup	July 27
	City Council work session.	City Council	July 28
	Authority Board meeting - status briefing. <ul style="list-style-type: none"> • Authority Board provides comments on proposed Fire Chief Employment Agreement. 	Authority Board	July 29
	Finalize Authority AR personnel policies.	Dino/Emily	July 31
	Finalize Authority SOPs/SOGs.	Dino/Emily	July 31
	[If determined necessary] Opening of RFP proposals for workforce benefits and Authority insurance.	Proposal Offerors/Julia/Chief Miller/Others?	July 31
August			
	Materials for 8-18 City Council meeting due.	Workgroup	August 3
	[If determined necessary] RFP proposals for workforce benefits and Authority insurance are evaluated and offerors interviewed.	Julia/Chief Miller	August 3 - 7

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DONE	ACTION	RESPONSIBLE PARTY(IES)	DEADLINE
	Workgroup provides comments on draft Administrative Services Contract.	Tree/Julia/Renee/City Manger Cahill/ Chief Miller/Others?	August 4
	Workgroup provides comments on draft Authority Resolution assuming personnel upon transfer by the City; accrued vacation/sick/holiday leave (other?); personnel policies; and SOPs/SOGs.	Tree/Julia/Chief Miller/ Others?	August 4
	Workgroup provides comments on draft City Council Resolution/ Ordinance transferring personnel; [for discussion] approving payout of accrued leave; and [for discussion] transferring a portion of the accrued leave reserve to the Authority.	Dino/Emily/Julia/Chief Miller/Others?	August 4
	City Council meeting.	City Council	August 4
	District Board meeting - status briefing, if appropriate.	District Board	August 5
	Workgroup meeting.	Workgroup	August 10
	Materials for 8-25 City Council work session due.	Workgroup	August 10
	Finalize Administrative Services Contract.	Dino/Emily	August 11
	Finalize Authority Resolution assuming personnel upon transfer by the City; accrued vacation/sick/holiday leave (other?); personnel policies; and SOPs/SOGs.	Dino/Emily	August 11
	Finalize City Council Resolution/Ordinance transferring personnel; [for discussion] approving payout of accrued leave; and [for discussion] transferring a portion of the accrued leave reserve to the Authority.	Tree	August 11
	City Council work session.	City Council	August 11
	Fire Chief Employment Agreement is further revised as necessary based on further comments by Authority Board and Chief Miller.	Dino/Emily	August 14
	[If determined necessary] Offeror revisions due on RFP proposals for workforce benefits and Authority insurance.	RFP Offerors	August 14
	Materials for 9-1 City Council meeting due.	Workgroup	August 17
	City Council meeting.	City Council	August 18

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DONE	ACTION	RESPONSIBLE PARTY(IES)	DEADLINE
	<p>Materials for 8-26 Authority Board meeting due.</p> <ul style="list-style-type: none"> • Resolution assuming personnel upon transfer by the City; accrued vacation/sick/holiday leave (other?); personnel policies; and SOPs/SOGs. • Administrative Services Contract. • Fire Chief Employment Agreement. • RFP proposals for workforce benefits and Authority insurance. 	Workgroup/ Dino/Emily	August 18
	Workgroup meeting.	Workgroup	August 24
	Materials for 9-8 City Council work session due.	Workgroup	August 24
	City Council work session.	City Council	August 25
	<p>Authority Board meeting - status briefing.</p> <ul style="list-style-type: none"> • Authority Board approves the Resolution assuming personnel upon transfer by the City; accrued vacation/sick/holiday leave (other?); personnel policies; and SOPs/SOGs. • Authority Board approves by motion the Administrative Services Contract. • Authority Board approves by motion the Fire Chief Employment Agreement. • Authority Board considers the RFP proposals for employee benefits and District insurance and awards contract(s) by motion(s). 	Authority Board	August 26
	<p>Materials for 9-15 City Council meeting due.</p> <ul style="list-style-type: none"> • Resolution/Ordinance transferring personnel; [for discussion] approving payout of accrued leave; and [for discussion] transferring a portion of the accrued leave reserve to the Authority. 	Workgroup/ Tree	August 31
September			
	City Council meeting.	City Council	September 1
	District Board meeting - status briefing, if appropriate.	District Board	September 2
	Materials for 9-22 City Council work session due.	Workgroup	September 4 (September 7 is Labor Day)

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DONE	ACTION	RESPONSIBLE PARTY(IES)	DEADLINE
	Workgroup meeting.	Workgroup	September 7 (September 7 is Labor Day)
	City Council work session.	City Council	September 8
	Draft Ordinance amending Municipal Code section 2.44.040 as necessary as a result of the workforce transfer; circulate to Workgroup for review and comment.	Tree/City Manager Cahill	September 11
	Workgroup provides comments on Ordinance amending Municipal Code section 2.44.040 as necessary as a result of the workforce transfer.	Dino/Emily/Chief Miller/Others?	September 15
	City Council meeting. <ul style="list-style-type: none"> • City Council conducts first reading of the Resolution/Ordinance transferring personnel; [for discussion] approving payout of accrued leave; and [for discussion] transferring a portion of the accrued leave reserve to the Authority. 	City Council	September 15
	Workgroup meeting.	Workgroup	September 21
	Materials for 10-6 City Council meeting due. <ul style="list-style-type: none"> • Resolution/Ordinance transferring personnel; [for discussion] approving payout of accrued leave; and [for discussion] transferring a portion of the accrued leave reserve to the Authority. • Ordinance amending Municipal Code section 2.44.040 as necessary as a result of the workforce transfer. • Administrative Services Contract. 	Workgroup/ Tree	September 21
	City Council work session.	City Council	September 22
	Materials for 9-30 Authority Board meeting due.	Workgroup	September 22
	Materials for 10-13 City Council work session due.	Workgroup	September 28
	Establish Authority wage withholding account.	Julia/Renee	September 30
	Establish Authority unemployment insurance account.	Julia/Renee	September 30
	Authority Board meeting - status briefing.	Authority Board	September 30
October			

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DONE	ACTION	RESPONSIBLE PARTY(IES)	DEADLINE
	Workgroup meeting.	Workgroup	October 5
	Materials for 10-20 City Council meeting due. <ul style="list-style-type: none"> • Ordinance amending Municipal Code section 2.44.040 as necessary as a result of the workforce transfer. 	Workgroup/ Tree	October 5
	City Council meeting. <ul style="list-style-type: none"> • City Council approves on second reading the Resolution/Ordinance transferring personnel; approving payout of accrued leave [for discussion]; transferring a portion of the accrued leave reserve to the Authority [for discussion]. • City Council conducts first reading of the Ordinance amending Municipal Code section 2.44.040 as necessary as a result of the workforce transfer. • City Council approves by motion the Administrative Services Contract. 	City Council	October 6
	District Board meeting - status briefing, if appropriate.	District Board	October 7
	Materials for 10-27 City Council work session due.	Workgroup	October 12
	City Council work session.	City Council	October 13
	Workgroup meeting.	Workgroup	October 19
	City Council meeting. <ul style="list-style-type: none"> • City Council approves on second reading an Ordinance (?) amending Municipal Code section 2.44.040 as necessary as a result of the workforce transfer. 	City Council	October 20
	Materials for 10-28 Authority Board meeting due.	Workgroup	October 20
	City Council work session.	City Council	October 27
	Authority Board meeting - status briefing.	Authority Board	October 28

To: LFRA Board
 From: Julia Holland, Human Resources Director
 Date: April 22, 2015
 RE: Proposal for Health and Welfare Benefits Trust Consultant

The following proposal and scope of services has been provided through an attorney that works with our current benefit broker, Hays Company. This proposal is based on the need to assist the Loveland Fire Rescue Authority and City of Loveland establish a trust for the purpose of enabling the City to jointly provide a self-funded health and welfare benefit plan with one of more other Colorado public sector entities such as the authority.

Scope of Services

- A. **Delivery of an initial draft trust designed as an “integral parts trust” under Section 115 of the Internal Revenue Code.** The draft will be accompanied by a **memo highlighting matters to be considered and adapted to the City’s unique circumstances**
- B. Two conference calls of approximately 1 hour each with the appropriate stakeholders
 - One initial call to discuss questions regarding the materials in item A and the strategy for making decisions, identifying issues unique to the participating public sector entities, and the process for submitting consolidated information to finalize the trust document.
 - A second call to review the final draft of the trust document and questions on implementation of the trust.
- C. Delivery of a final draft of the trust document.

Estimated Fee

Time is billed at \$300/hour, and the estimated charges for the above services is \$2500 to \$3000. This includes some limited time for unanticipated research. Time required for additional conference calls or meetings (including travel) will be billed at my hourly rate (in 15 minute increments). Similarly, if consultation is needed with respect to additional issues such as handling government reporting related to the trust or its associated health plan (for example, Form 1094/1095 reports under the Affordable Care Act) or evaluating the controlled group status of the participating public sector entities, such services will be subject to additional charges at my hourly rate.

Service	Costs
Initial Draft of Trust; Two Conference Calls; Final draft of trust document (items identified above in Scope of Services)	\$3,000.00
Consultation on government reporting, additional conference calls, or misc. issues	\$1,200.00
Total Estimated Costs:	\$4,200.00



Agenda Item Cover

Item No.: 6

Meeting Date: April 29, 2015

Prepared By: Renee Wheeler, Public Safety Administrative Director

TITLE

Review the 2014 Loveland Fire Rescue Authority (LFRA) Annual Report

EXECUTIVE SUMMARY

The annual report highlights LFRA financial and operational activities for 2014 and is submitted for the Board's review.

BACKGROUND

Article XVII of the *Intergovernmental Agreement of the Establishment and Operation of the Loveland Fire Rescue Authority as a Separate Governmental Entity* requires that the Fire Authority provide an annual report to the District and the City on or before May 1 of each year reporting financial and operational activities. The attached report is submitted to meet this requirement. After the Board meeting, the report will be distributed to the City and the Rural District. It has been posted on the website and the link has been noted on social media.

The report is intended to serve information needs for a broad audience: governing board, partner boards, advisory commissions, citizens, LFRA staff, and other fire rescue departments. It begins with a brief message from the Chief, followed by an executive summary and the body of the report. A community and organizational overview from the Strategic Plan has been included because some of the readers are not familiar with our department. The rest of the report is dedicated to performance from an organizational perspective. Staff reviewed a sampling of other fire department annual reports and made the decision to abandon the traditional presentation organized by division (i.e., Suppression, Community Safety, and Administration), in favor of a department-wide presentation organized by the four R's (Response, Readiness, Relationships, and Resources) and strategic plan goals to support our organizational values associated with a unified effort to advance our mission. The last section of the report is the information that is reported quarterly in the Budget Biz. It highlights 2014 budgetary performance for the entire year.

STAFF RECOMMENDATION

Information Only

FINANCIAL/ECONOMIC IMPACTS

N/A

ASSOCIATED STRATEGIC GOALS

The report is intended to demonstrate accountability for progress on all three goals in the Strategic Plan.

ATTACHMENTS

Annual Report



Loveland Fire Rescue Authority



2014 Annual Report

Chief's Message

I am delighted to present the third Annual Report for Loveland Fire Rescue Authority (LFRA). This document highlights key attributes of our community, the fire authority as an organization, and the progress that has been made in achieving our overall goals of improved citizen services and enhanced firefighter safety. This work, while being primarily focused on the year 2014, truly reflects many of the accomplishments that the people of our organization have made over the last several years.

As I reflect on the year, I feel privileged and honored to have assumed leadership of the Authority in November, taking the "reins" from Chief Randy Mirowski who retired after leading the department through significant achievement in 2014. Under Chief Mirowski's leadership, 50% of the 28 initiatives identified in the 2012 Strategic Plan have been achieved three years into an eight to ten year plan. The purchase of the 100' aerial tower and the construction and staffing a four bay new Fire Station are legacy highlights for 2014. I was the Fire Chief of this organization ten years ago and the progress of the organization since then has been nothing short of amazing. It truly has been an organization moving from "good to great" focused on "building it to last". We will from this point forward strive for *enduring greatness* building on the forward momentum. We will be focusing on ethical behavior to achieve excellence. The staff is committed to taking leadership personally using six important elements, including: empathy, self-awareness, self-regulation, motivation, teamwork, and personal humility with a fierce will. These elements will assure we stay on the path of greatness to advance the strategic plan, and more importantly, to provide a service to this community that exceeds expectations.



Results like this can only be accomplished with a talented and dedicated workforce, a unified organization with strong support from elected officials. The credit for the success in our organization belongs to the men and women of Loveland Fire Rescue Authority and their dedication to serve the citizens of the Loveland community with excellence. I am proud of them and honored to be associated with them in their efforts in helping us improve our organization and our community. This is a noble profession in which we live and die as a company or team, not as individuals.

It's an honor for us to serve you, thank you.

Mark Miller

Fire Chief
Loveland Fire Rescue Authority



Governing and Partner Boards

Loveland Fire Rescue Authority (LFRA) Board 2014

Jeff Swanty	Board Chairman/ Rural Board Member
Cecil Gutierrez	Board Vice-Chair/ Mayor City of Loveland
John Fogle	Board Member/ City Council Member
Dave Legits	Board Member/ Rural Board President
Bill Cahill	Board Member/ City Manager of Loveland



**Jeff
Swanty**

Loveland Rural Fire Protection District Board 2014

Dave Legits	Rural Board President
Jeff Swanty	Board Member
Barry Gustafson	Board Member
Leroy ("Andy") Anderson	Board Member
Mike McKenna	Board Member



**Cecil
Gutierrez**

Greg White—District Administrator

Fire and Rescue Advisory Commission 2014

Jon Smela	Chairperson/City
Paul Pfeiffer	Commission Member/City
David Adams	Commission Member/City
Leo Wotan	Commission Member/City
Elton Bingham	Commission Member/City
Vacancy	Commission Member/City
William Tillman	Commission Member/Rural District
Bob Boggio	Commission Member/Rural District



**John
Fogle**

LFRA Leadership Team

Mark Miller	Fire Chief
Greg Ward	Division Chief-Operations
Ned Sparks	Division Chief-Community Safety
Renee Wheeler	Administrative Director
Rick Davis	Battalion Chief-Training
Tim Smith	Battalion Chief-A Shift
Jason Starck	Battalion Chief-B Shift
Michael Cerovski	Battalion Chief-C Shift
Greg Gilbert, Robert Carmosino, Mark Lyons, Jason Goodale, Dave Schuetz & Eric Klaas	Captains
Pat Mialy	Emergency Manager



**Dave
Legits**



**Bill
Cahill**



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Acknowledgements: THANK YOU

The only way that our organization progresses from good to great and continues to build an organization to last is to nurture a collaborative partnership between elected/appointed officials who establish strategic guidance and the men and women of Loveland Fire Rescue Authority who live the mission and deliver extraordinary service to the community every day. We are so blessed to have a blend of talents that help us to deliver on our goals and objectives. We thank you all for your meaningful contributions in 2014. This document is intended to be a picture into the collective achievements in 2014 and could not have been possible without the creative talents that Mrs. Chloe Romero brought to the preparation of the report.



Executive Summary

Executive Summary

This report is focused on achievements as a department as it relates to the strategic plan and the mission statement, as opposed to the traditional service division approach to reporting. This is consistent with the LFRA organizational philosophy that all divisions must work in unison focused on our strategic goals to deliver excellent service to our community.

The first several pages of the report provide an overview of our community and our organization to provide the reader an orientation to the community that Loveland Fire Rescue Authority serves and the organizational structure that has proven the most effective for delivering that service. This information represents the coverage and investments (inputs) for service delivery. They are summarized in the table to the right.

The community and organizational orientation information is followed by outcome based performance measures: customer

LFRA 2014 Community and Assets (Inputs)	Total	City	Rural District & Big Thompson Canyon
Total Population Served	94,485	71,985	22,500
Service Area in Square Miles	194	35	159
Assessed Valuation (2013 collected in 2014)	\$1,145M	\$906M	\$239M
Staffing for a 24/7 Operation:			
Full Time Uniformed	77	77	0
Part Time Uniformed	12	12	0
Volunteer Firefighters	28	10	15
Volunteer Support	7	7	0
Full Time Support Staff	4	4	0
Stations (only five staffed City stations)	8	6	2
Apparatus:			
Engines (Type 1)	8	6	2
Ladder and Rescue	7	5	2
Wildland and Tenders	5	1	4
Support Vehicles (note this includes Rural Type 6 Engines are F-550's)	17	15	2
2014 Operations Expenditures:			
LFRA (\$.4M other revenue in addition to City and Rural contributions)	\$10.8M	\$8.5M	\$1.9M
Rural & Big Thompson Additional Expenditures	\$0.25M		\$0.25M

satisfaction (94%), average response times (5 minutes 69 seconds), fire confined to the room of origin (79%), fire loss per capita (\$13.61), property values saved versus lost (\$4.58 saved per \$1 lost), fire protection permit processing efficiency (5.7 days in the review cycle), planning project review efficiency (99% completed by the target completion deadline), business safety inspections (458), and costs per capita (\$116.69). These are the performance measures that have been deemed the most important in summarizing LFRA effectiveness. 2012 was the first year of this measurement approach. Refinement of the measures and the data collection efforts are still in progress. It is anticipated that Business Safety Inspections will be changed from an activity measure ("numbers of") to an outcome measure in future years as information on voluntary compliance with recommendations can be documented at the second



round of visits. The historical comparison over time will be valuable and the intent is to build a rolling ten years of reporting for these measures.

There are two primary measures that were selected as benchmarks for comparisons with other departments in our region for the strategic plan approved and adopted during 2012: cost per capita and number of firefighters per 1,000 population. The comparison has been updated and included in this report. This is a forward looking table and it is important to highlight that 2015 figures were used for all organizations in the table. When the comparisons were developed for the strategic plan, LFRA was nearly 30% below the other selected organizations in funding and staffing using a weighted average approach. The resources allocated in 2015 improved that comparative standing; however, LFRA in 2014 was 15% below the other organizations in funding and 22% below in staffing. It has always been the intent of the strategic plan to consistently improve our relative standing over a long term planning horizon in a fiscally constrained environment.

LFRA activity in 2014 is summarized in the next section of the report using a variety of graphs and charts. The following listing summarizes the key highlights for the year.

New and Old Fire Station 2

The new Station 2 construction was completed. It was operational in October and dedicated in a well attended public ceremony on October 25, 2014.

The sale of old Station 2 to the Thompson Valley EMS Board of Directors is nearly complete. The City Council approved the purchase contract on November 18, 2014.



Training Center Property

June 4th the City's Fire Capital Expansion Fee fund paid \$740,000 to close on the property at 1040 South Railroad Avenue, adding a total of 9,108 square feet of building space in three buildings on four acres of land, to expand the training center and move critical existing structures out of the floodway. There are seven businesses operating on the property that will remain tenants for at least 6 – 9 months.

Chief Selection

After an extensive recruiting and selection process, Chief Mark Miller from Vail, Colorado has been selected as the next LFRA Fire Chief. He rejoined the LFRA team November 10, 2014.



Promotions and Recruitment

An extensive promotions and recruitment process has been completed in preparation for the new crew at Station 2: three Captains, three Lieutenants, six Engineers, six firefighters, five part time firefighters, and five reserves. The effort involves not only the tremendous work involved in the selection process, but designing new shifts and investing 1,432 hours in academies for each



position to assist with transitioning them successfully to their new positions. Due to the small pool of reserve firefighters, this is the first time that LFRA opened the recruitment process for part time firefighters to candidates outside of our organization. A badge pinning ceremony occurred August 28, 2014 with nearly 100 people in attendance.

Three Tier Staffing to a Two Tier Staffing

The LFRA Board approved moving from a three tier staffing model (Full Time Paid, Part Time Paid and Reserve) to a two tier staffing model (Full Time Paid and Part Time Paid). The existing reserves will be retained and will be included in the existing Consolidated Volunteer Pension Fund. LFRA will support the volunteer system for the Big Thompson Canyon Volunteer Department (BTVFD) and offer shift rotations within our system.

Peer Support Program

A joint Police/Fire Peer Support Program led by a contract psychologist was started in 2014. This collaborative approach is the first of its kind in Colorado to support first responders in managing the unique stress experienced in this industry.

Apparatus

The apparatus committee has been working with Pierce Manufacturing on the new 100' aerial platform truck for a December delivery. They also have been assisting the Airport Manager with the specifications for a new Federal Aviation Administration funded aircraft fire rescue truck. Finally, there is a December 11, 2014 bid opening for repairs to the existing ladder truck budgeted to be refurbished in 2015.



Accreditation Implementation Plan

May 29th the LFRA Board approved an implementation plan for department accreditation from the Center for Public Service Excellence (CPSE). The strategy will leverage experience and talents from existing staff, is expected to take three years, and will cost initially just over \$24,000 with recurring costs of \$1,540. After accreditation is received there is an annual reporting requirement and complete on-site evaluation every five years.

Auto Aid and Mutual Aid Agreements

A few agreements have been executed in 2014 to clarify the fire rescue roles and responsibilities to ensure that the citizens of Northern Colorado's needs are met in the most efficient and effective means possible.

- ⌚ Mutual Aid with Rist Canyon Volunteer Fire Department
- ⌚ Amendment to the Johnstown Fire Protection District Auto-aid Agreement based on the relocation of LFRA Station 2 and the coverage area proposed within the plan for the development of an Authority between the JFPD and the Milliken Fire Protection District (MFPD).
- ⌚ Auto Aid with Berthoud Fire Protection District
- ⌚ Mutual Aid with Larimer County agencies for Disaster Emergency Management and Funding



Lincoln Hotel Apartments

In October, an agreement was reached between the City of Loveland and the owners of the Lincoln Hotel Apartments, (LHA), to settle the appeal for the noted code violations written after an inspection in October of 2013, an ongoing matter for the fire department and the City of Loveland since 2004. The work done by the City Manager's office and the owner has resulted in a decision that will result in the LHA being equipped with automatic fire sprinklers, significantly improving the life-safety concerns for the occupants of the hotel, and will ensure enhanced safety for our firefighters. These changes will also ensure a greater level of protection to other downtown structures and enhance community fire safety for downtown.

Residential Sprinkler Steering Committee

A fifteen member Residential Fire Sprinkler Steering Committee representative of many stakeholder groups including contractors, developers, architects, real estate, sprinkler industry,

plumbers, and government was established to create a multiple year plan for the incorporation of residential fire sprinklers in one and two family residences. A recommendation taken to the Loveland Fire Rescue Authority Board and City Council to add fire sprinklers to duplexes and townhomes was supported by both governing boards. When the 2012 I-codes are brought to City Council by the Building Division of Development Services the section requiring residential sprinklers will be amended to include the recommendation.

FAA Annual Inspection

On June 26th the FAA conducted their annual inspection of the airport. LFRA's involvement and focus was on the Aircraft Rescue and Firefighting (ARFF) portion of the inspection. The FAA's review was comprehensive and covered several areas including: Equipment, Training and records, Field Operations Evaluation. The department passed the inspection without negative operational issues related to ARFF services.



Insurance Services Office (ISO) Review

The ISO evaluation has been scheduled for January, 2015. Mike Pietsch, PE, Consulting Services Incorporated, has been hired to assist with the preparation and the evaluation itself. The ISO issue ratings from 1 to 10; where the lower the number rating, the better it is for the community. The current City of Loveland rating is a 4 and the Rural District rating is a 5. LFRA will be working closely with all of our partners to improve our ISO rating (reducing the number) potentially impacting insurance premiums (either a reduction or at least offsetting other increases). It is our understanding that the ISO ratings impact commercial properties more directly than residential properties.

Other Interesting Facts

- ⌚ 94% of the citizens surveyed in 2014 believe that LFRA provides quality service.
- ⌚ Compared to ten years ago the call volume has increased 29% (increase of 39% in the City and a decrease of 3% in the Rural District).
- ⌚ 7,005 calls were responded to in 2014 up 9% from 2013, (82% in the City and 18% in the Rural District).
- ⌚ 51% of the calls responded to in 2014 were emergency medical responses.
- ⌚ Station 1 (downtown) and Station 6 (east of town) are the busiest stations and both of them are two company stations. The Station 1 call volume increased 11% over 2013 and Station 6 call volume increased 16% over 2013.

- 139 hours of Mutual/Auto Aid was received in 2014 compared to 143 in 2013 and 207 hours of Mutual/Auto Aid was provided by LFRA in 2014 compared to 206 hours in 2013.
- The building permit valuation in the City increased 42% in 2014 and the two staff members that review plans invested the maximum hours of accumulated compensations time and \$13,000 in overtime to meet the demand.
- 13 workers compensation claims were filed for a total of \$58,600, up due primarily due to one large claim.
- There was only one \$16,976 property casualty claim, and it was fully recovered by the party's insurance company.
- Public Education in 2014 was reduced significantly based on the significant increase in activity in other service provisions of the Community Safety Division.
- Stormready Community designation for the City of Loveland.
- Severe Weather, Emergency Communications, and Ebola Response Plans were completed.
- The Emergency Manager submitted and was awarded \$43,458 for City of Loveland Parks and Recreation 800 MHz radios and equipment.
- Received \$175,963 in FEMA and insurance reimbursements for the 2013 Flood emergency response and training center repairs.



The 2012 Strategic Plan has been the guiding document for achievement at LFRA. 50% of the 28 initiatives identified in that plan have been achieved three years into an eight to ten year plan.

This document is intended to share with all readers the extraordinary achievements of LFRA in 2014, conducted with innovation, tenacity, and fiscal integrity exhibited by political leaders and LFRA staff.

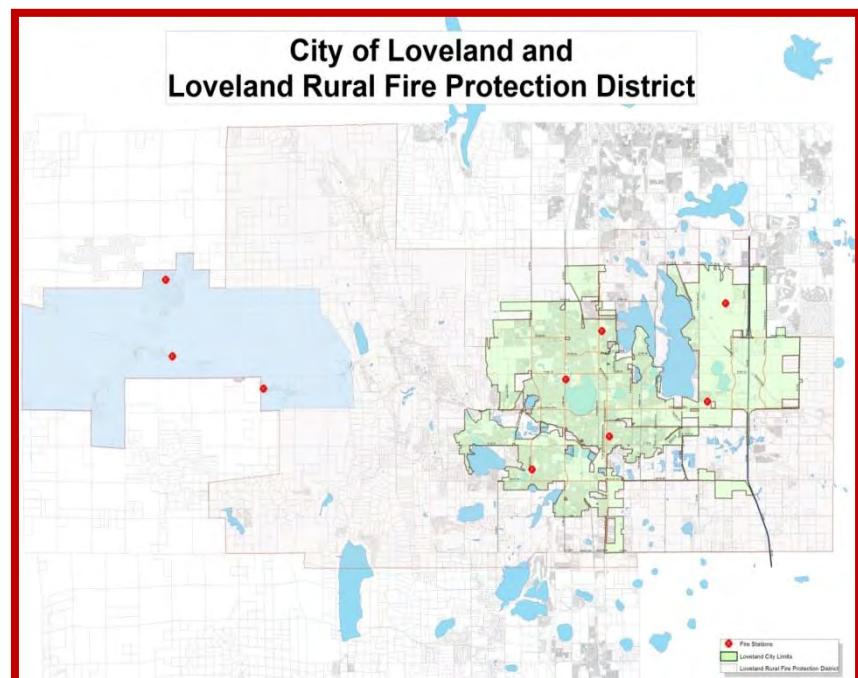


Community & Organizational Overview

Introduction

Loveland Fire Rescue Authority (LFRA) is a consolidated fire protection and emergency service agency specializing in fire and rescue-related services. LFRA serves the City of Loveland and the Loveland Rural Fire Protection District covering approximately 194 square miles of area. The organization's 77 full-time uniformed members, its 4 civilian support staff members, 12 part-time firefighters, 10 firefighter reserves, and seven non-combat reserves provide the workforce for the agency. LFRA operates five fire stations staffed 24 hours, seven days per week, plus two reserve stations. The station at the Fort Collin-Loveland Airport is staffed on an as-needed basis for aircraft flight stand-by services. The Department operates seven paid fire companies, including one aerial truck company and a heavy engine/squad currently doing dual duty as an engine and heavy rescue company. Within the fire district are the portions of the neighboring communities of Johnstown (I-25 & Hwy 34), Masonville and the Pinewood Reservoir area. In 2014 approximately 94,500 people live within the area served by LFRA.

LFRA was formed in January, 2012 with the consolidation of the City of Loveland Fire Department (Loveland Fire and Rescue) and the Loveland Rural Fire Protection District. The City and Rural District adopted an intergovernmental agreement (IGA) establishing the Fire Authority. The IGA is the basis of LFRA's existence and outlines the governance, management, funding formulas, and operation of the Fire Authority. A five-person board of directors, appointed by the City Council and Rural District Board, governs LFRA. The Board includes two City Council members, two Rural Board members, and the City Manager of Loveland. LFRA's Fire Chief is a City employee and serves the Fire Authority Board and the City Manager. All firefighters for LFRA are City employees assigned to the Fire Authority. LFRA is organized into three divisions: Operations, Community Safety, and Administration.



Community Profile

The City of Loveland and the Loveland Rural Fire Protection District area are located 50 miles directly north of Denver, Colorado, along the eastern foothills of the Rocky Mountains and the Arapaho and Roosevelt National Forest. The planning area includes the City of Loveland, Big Thompson Canyon, Masonville, Pinewood Reservoir, and a portion of the City of Johnstown at I-25 and Highway (Hwy) 34.

The planning area encompasses 194 square miles. Within this area land uses vary from high-rise hotels and apartment buildings to agriculture and farm acreage. The present population is approximately 94,485 people, with 71,985 living within the City of Loveland and an additional 22,500 living in the rural fire protection district. The population in the planning area is expected to grow to over 100,000 by the year 2020. The additional people are expected to live in higher densities and work in a variety of new industries and high tech businesses with an emphasis on clean and new or alternative energy sources. This expected growth could be dramatically influenced with the addition of and expansion of new industries such as the proposed Rocky Mountain Center for Innovation and Technology (RMCIT) project, or one like it. The strategic plan's focus is on predictable business expansion and residential growth, not for high impact and growth ventures like the RMCIT project.

Loveland Fire Rescue Authority (LFRA) provides fire protection to a total area of 190 square miles, and Thompson Valley EMS responds to an even larger area beyond the scope of LFRA's responsibility. This strategic plan will take into account the entire urban and rural area in its scope; however, specific focus is placed on the urban response level-of-service area, which covers roughly 100 square miles. The wildland urban interface area (WUI) is addressed as a separate theater for operations; information about this can be found in Section VII, Specialized Areas. The topography of the WUI planning area is predominantly low, rolling hills, directly adjacent to the eastern range of the Rocky Mountains at an average elevation of over 5,000 feet above sea level. There are also steep mountainous areas within the wildland urban interface zone that have elevations over 7,000 feet above sea level. The Big Thompson River runs diagonally from the west through the planning region. The planning area also contains numerous streams, lakes, and ponds.

The Loveland area enjoys a moderate climate with an annual average of more than 300 days of sunshine. The relatively low humidity tends to make winters feel warmer and summers cooler than might be experienced in the mid-western part of the country. The average high and low temperatures range from 86 degrees Fahrenheit in July to a low average of 14 degrees Fahrenheit in January. The area receives approximately 13.9 inches of annual precipitation. While the area typically receives moderate amounts of snowfall, snow can and often does become extreme, particularly in the months of March and April.

Housing within the planning area ranges from high-density apartments to widely separated farm and ranch acreages. Housing surveys conducted by the census and updated by City Planning Division Staff revealed approximately 29,969 units within the city.

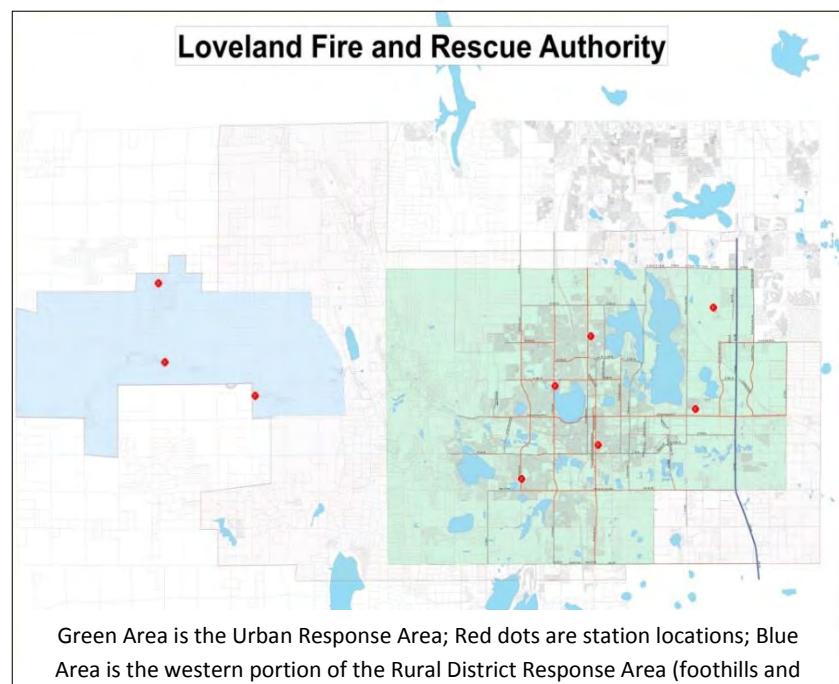
The Loveland community is rapidly becoming a major retail and financial center serving Northern Colorado. Retail centers such as Centerra, other regional and neighborhood shopping malls, and the downtown centers make up the majority of the shopping in the planning region. Other areas of commerce include 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, although with the closure of the Great Western Sugar factory, there is no longer a major agricultural product processing facility within the planning area.

The planning 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.

Urban Response Area

As stated earlier, LFRA provides fire protection and rescue and emergency medical services for basic life support to a large area encompassing both urban and rural environments. In this strategic plan, reference is often made to urban and rural response, including the wildland urban interface areas, related data, and the associated risks in all of these theaters of operation. Even though LFRA is a single agency and strives to maintain as much uniformity as possible in service provision, it does recognize that these theaters are distinctly different environments. It is unrealistic for citizens living in the more remote areas of the district to receive the same level of service relative to response times and deployment as those living in the City of Loveland. There are differences in fire risk, resident expectations, and different environments where fire-rescue personnel are expected to operate. With these two distinctly different environments it is also increasingly difficult, by comparison, to have effective performance measurements that can be applied universally.

In general, the Urban Response Area is defined as the City of Loveland and the adjacent surrounding urban areas of the Loveland Rural Fire Protection District. The more specific





definition of this area would be described roughly as the area bordered on the north by County Road 30, to the east by County Road 3 (intersecting with Hwy 402 then to County Road 11), to the south by 42nd Street, and to the west by County Road 29. This entire area, known as the Urban Response Area, encompasses approximately 100 square miles. This area would also be very similar to what Larimer County has identified as its Growth Management Area. It is within this Urban Response Area that the performance measurements for the organization will be utilized. Data collected for such critical dimensions and benchmarks for the first unit on scene and total response times will be used.

Funding for the Fire Authority

LFRA is funded by the City of Loveland and the Loveland Rural Fire Protection District through a combination of property taxes in the Rural District plus property and sales taxes in the City's General Fund. LFRA also generates a small amount of revenue from fire permits and reimbursements for wildland and specialized deployments fire-rescue services. For 2014 LFRA has a budget of approximately \$10.16 million for operations and \$1.05 million for ancillary administrative services (Human Resources, Information Technology, Fleet Management, Facilities Management, Legal, Finance, Risk) provided by the City of Loveland for a total full-cost budget of \$11.2 million dollars.

The Fire Authority uses an allocation formula for determining the contribution ratio for both the City of Loveland and the Loveland Rural Fire Protection District to the operations cost. The IGA for the Fire Authority breaks out the ratio as follows:

City of Loveland Contribution	82%
	18%
Total Contribution	100%

The formula is based primarily on call load, or more specifically the percentage of calls that firefighters respond to in the City and Rural District. These percentages are not intended to be exact, but rather a target representing the call volume and workload over a longer period of time. Trending to achieve these percentages for the formula spanned more than 20 years from 1990-2010. The current ten year trend indicates that Rural District calls are around 20.7% of the total calls. If calls cancelled enroute are subtracted out of both City and Rural call totals, the Rural District calls are on the average 18.0% over the last four years.

Capital expenditures vary from year to year depending on equipment purchases and facility construction or improvement. Funds are received from the City's Capital Replacement Fund, Fire Capital Expansion Fees (CEFs) Fund, and capital dollars from the Rural District. The current plan, "Basic Services Model/Model One", calls for the involvement of both the City and Rural District's capital replacement funds to continue independently until the year 2017 when the Fire Authority's will establish a Capital Replacement Fund for apparatus funded by annual contributions from the City and Rural District at an 82% (City) and 18% (Rural) ratio.

Mission, Vision, and Values Statements

Loveland Fire Rescue Authority is committed to providing the highest quality services for the citizens that are served by the Department. The mission is:

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

Vision:

Good to great, built to last

Values:

Commitment, Compassion, Courage (3 C's)

Organizational Mission:

Protect life and property focusing on response, readiness, relationships and resources (4 R's).

Strategic Plan Goals:

1. Deploy an effective emergency response to minimize damage and loss by:
 - o Deploying the appropriate incident-specific resources; and
 - o Executing a skilled response.
2. Minimize and mitigate the risks of an emergency occurrence in the community by:
 - o Adopting and reinforcing fire codes that enhance safety in the built environment and assist with the effective response in the case of an emergency;
 - o Building and reinforcing public awareness to reduce the probability of an incident; and
 - o Integrating a community-wide emergency preparedness program for natural or man-made disasters.
3. Deliver cost effective services by:
 - o Using data-driven analysis to align the investment of LFRA resources and operational performance with mission and goals of the strategic plan;
 - o Maintaining a long term planning horizon to manage risk and ensure organizational adaptability; and
 - o Fostering an organizational culture that builds cohesive, high performance teams.

These three values; ***commitment, compassion, and courage***; are the hallmark and heritage of the American fire service. LFRA has adopted these timeless values as a benchmark for measuring the Department's members and the services that are provided to ensure that the desired quality is continually and consistently being provided. 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 and building it to last. 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. It is the Department's primary goal to be recognized by the 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.

During 2014, the mission for protecting lives and property was more specifically crafted around the four R's: response, resources, readiness, and relationships. There is a focus list associated with each of the four R's to identify focus areas.




Overview

Resources:

- Our People
- Staff Development
- Officers Leading their Troops
- Apparatus & Equipment
- Community Safety Division Develop Unity Amongst Officer Ranks
- The LFRA Way (Culture Defined)
- Good to Great
- Competency in Job Duties
- Stations & Training Center
- Chain of Command & Communications
- Peer Support

Response:

- Basic Life Support
- Structure Fire Response
- Wildland Fire Initial Attack & Transition to Extended Ops.
- Rescue Incidents-Initial Life Saving Actions
- Hazardous Materials Initial Ops.
- Command & Control
- Care of Mr. & Mrs. Smith as a family member



Relationships:

- Unity Amongst LFRA Divisions
- Community
- Governing Boards
- Public Safety Organizations
- Auto-Aid Partners
- Big Thompson Canyon Vol. Dept.
- Front Range Consortium
- Wildland Cooperators
- Mutual Aid Technical Rescue & Hazardous Materials Teams
- City Department Partner

Readiness:

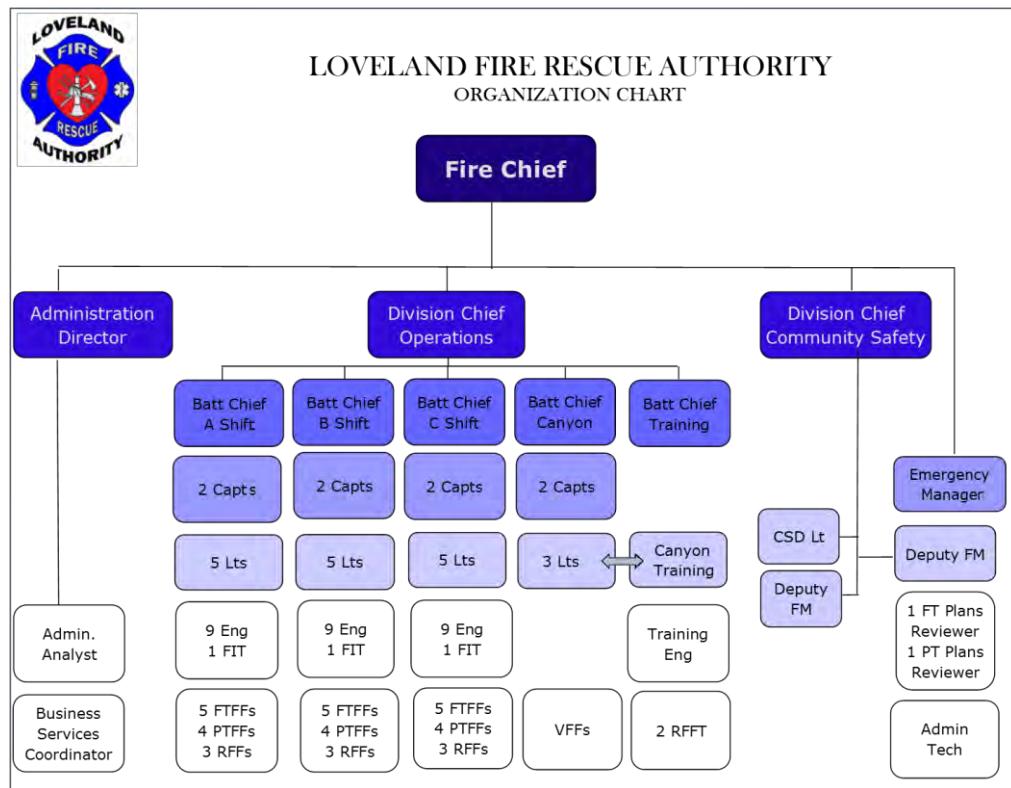
- Basic Skills Training
- Apparatus & Equipment
- Strategic & Tactical
- Company Inspections
- Physical Preparedness
- Mental Preparedness
- Response Area Knowledge
- Multi-Company Drills
- Mutual Aid Training
- Develop Operational Guides
- Firefighter Survival Skills
- Leadership & the Team

Overview

The new Fire Chief has expanded on this mission and vision. Inspired by the Spartan Shields, LFRA has created six shields to protect the path to enduring greatness and enable us to deliver on the vision and the mission in a dynamic business environment.



Organizational Chart



Several programs are managed by the Battalion Chiefs, Captains, and Lieutenants.

Specialized Services in Operations

Emergency Medical Services

The Emergency Medical Services (EMS) delivery model is normally represented by two different levels of service: Basic Life Support (BLS) and Advanced Life Support (ALS). BLS focuses mostly on delivering the primary services of airway, breathing, and circulation to support life. ALS focuses on the more complex, advanced life support services that include more definitive airway management and intubation, and the administration of life-saving intravenous drugs for pre-hospital care and treatment. Transportation of patients is most often the responsibility of the ALS provider. Two other integral components to a successful EMS system include dispatching for EMS and public medical awareness and training. The emergency medical system in the Loveland Fire Rescue Authority response area is very much like the typical model listed above.

LFRA supports the EMS model by providing basic life support services and working collaboratively with the paramedics of Thompson Valley EMS (TVEMS) during on scene assessment, treatment, and when needed during transportation to a local hospital or health care facility. LFRA's personnel are trained to the level of Emergency Medical Technicians (EMTs) and in the use of Automatic External Defibrillators (AEDs).

Wildland and Urban Interface Operations

Wildland fires are those that involve natural vegetation, sometimes covering large areas and threatening dwellings, agricultural facilities, livestock, and even humans. The wildland urban interface problem has grown in recent decades as higher levels of the population migrated away from cities or urban areas to more of the rural or wildland setting. A large portion of LFRA's response district incorporates areas that are comprised of grass, brush, and timber. As a consequence of growth and development, people have moved further into the areas that are known as the wildland urban interface (WUI). Although the Larimer County Fire Plan identifies the WUI as being west of Range 69 (or west of County Road 23 for LFRA), it is important to understand that there are also WUI locations within and just outside the city limits of Loveland.



LFRA's first incident priority is the protection of life (Life Safety) followed by the preservation of property; these are the same in the urban structural theater. LFRA's primary strategy is a rapid attack on the fire when it is still small enough to contain. In cases where fires grow too quickly to control with initial attack resources, or escape initial firefighting efforts, the priority shifts to one of evacuation and protection of significant structures or resources. Large wildland fires of this magnitude are infrequent; however, LFRA has experienced several in the last ten years that have involved multiple structures, hundreds to thousands of acres, and millions of dollars in property loss or containment costs.



Overview

Special Operations

SOT is divided into four main operational areas: Dive Rescue, Hazardous Materials Response, Urban Search and Rescue (USAR), and Tactical Fire (forcible entry and victim care during a Police SWOT response). Several sub-rescue areas are derived from these overall categories including swift water and open water rescue, low angle and high angle rescue, trench and confined space rescue, and more.



SOT is made up of 28 LFRA members, nine Thompson Valley EMS (TVEMS) SOT paramedics, and three Windsor Severance fire Protection District members. All personnel are trained to the operations level (or higher) in each discipline. Each operational area has several technician level-trained staff. SOT personnel are spread out among all three shifts providing an on-duty response to any SOT incident. Off-duty SOT Members are paged for response as needed. Fire Station 2 houses all of the SOT apparatus and equipment. This station is staffed with a minimum of three SOT personnel at all times.

Community Safety

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

LFRA has developed a very robust **Public Education** program that not only targets fire related educational messages, but also includes an emergency preparedness element that provides a more in-depth understanding of manmade or natural emergencies that could impact the citizens in our community. Our Public Education program works in unison with the Loveland Police Department, Larimer County Safe Kids Coalition, area hospitals, and other affiliated organizations to maintain a collaborative and cooperative approach in the education of our community members. This team of Safety Educators stays abreast of national trends, local trends, and statistics that have a direct impact in the development of our educational material.

The inspection program and the code enforcement process are important parts of the Department's mission of ensuring a fire-safe community. A more proactive approach in inspections and code enforcement is warranted, with an emphasis on community fire safety education and collaborative partnerships to address the fire and life safety issues. By taking advantage of a "customer service" approach versus a "regulatory enforcement" approach, the desired impact for the community is greater fire safety in residential, business, and commercial occupancies.

The CSD has an essential role in the **plan review process**, particularly as it relates to fixed fire protection systems and response-related codes and ordinances in development and building.



The CSD has provided timely, quality plan reviews that meet the customers' expectations and follow the plan review process that has been adopted at most levels within the City. The division reviews building plans that are processed through the Building Department, but also processes plan reviews and permits for fire alarm and sprinkler systems in the CSD. This dual role does provide an avenue to ensure that public safety concerns have been addressed with regard to applicable building codes and also allows the CSD to ensure that fire codes are being met.

For many years, the responsibility for **emergency management** for the City of Loveland has belonged to the Fire Department although this program has operated as an independent division or area. When the Fire Prevention Bureau reorganized in 2010, emergency management became an integral part of the CSD. This relationship makes a great deal of sense in the perspective of overall community safety and emergency management. The CSD's 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 through 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 has continued 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.



Community outreach programs are not a new concept in the fire service, although they do have varying degrees of success based on community needs and involvement. Most, if not all, outreach programs have a direct impact on those community members that do not have the resources or the knowledge to recognize their vulnerability. Two programs that are highly successful in Loveland are the Juvenile Fire Setter (JFS) program and the child car seat installation program. Both programs have a positive impact on the community by educating the parents and reducing the potential of severe injuries to children and young adults.

Administration

The Administration Division is responsible for strategic leadership, financial planning, budgeting, reporting, payroll, accounts payable, accounts receivable, customer service for permit issuance, support for governance boards and citizen advisory commission, and all other business related functions of the organization.

2014 LFRA by the Numbers

2014 LFRA by the Numbers

Significant Measures

Loveland Fire Rescue Authority has established significant performance measures to report. These measures will be tracked over time for a historical comparison over time to identify trends and explain variances related to performance.

Measure	Historical Comparison			Calculation Method and 2014 City/Rural Detail
	2012	2013	2014	
Customer Satisfaction	90%	93%	94%	<i>Strongly Agree/Agree that Quality Fire Rescue Services are provided</i>
				City: 94%
				Rural: Not Available
Average Response Times	5:18	5:62	5:69	<i>Dispatch to 1st Arrival; Target 5:59; only have information for the entire service area</i>
				<u>2012</u> <u>2013</u> <u>2014</u>
				Call to Tone Out 2.36 2.35 2.33
				Dispatch to Enroute 1.05 1.02 1.06
Fires Confined to the Room of Origin	70%	60%	79%	<i>Entire Service Area</i>
				<i>Property Loss Divided by Population</i>
				City: \$17.46 (\$1,256,834/71,985)
Fire Loss Per Capita	\$5.67	\$23.38	\$13.61	Rural: \$1.28 (\$28,734/22,500)
				<i>Value Saved Divided by Value Lost</i>
				City: \$4.48 (\$5,628,004/\$1,256,834)
Property Value Saved for each \$1 Loss	\$5.29	\$2.66	\$4.58	Rural: \$8.84 (\$253,977/\$28,734)
				<i>New measure in 2014: Average days in review cycle</i>
				<i>Plan reviews completed by the target deadline</i>
Planning Project Review Efficiency	99%	98%	99%	<i>Implemented Mid-year 2013</i>
				City: 458
				Rural: 0
Business Safety Inspections	N/A	25	458	<i>2014 Actual Expenditures Times the Governing Partner Share Divided by the Population in that Portion of the Service Area</i>
				City: \$122.70 (\$10,771,101*82%)/71,985
				Rural: \$97.46 (((\$10,771,101*18%)+254,074)/22,500)
Costs per Capita	\$106.12	\$103.19	\$116.69	<i>2014 Actual Expenditures Times the Governing Partner Share Divided by the Population in that Portion of the Service Area</i>
				City: \$122.70 (\$10,771,101*82%)/71,985
				Rural: \$97.46 (((\$10,771,101*18%)+254,074)/22,500)



Strategic Plan Comparison Updates

The comparisons used in the Strategic Plan have been updated. Since 2013 is the first budget year where LFRA has three person companies on an apparatus, the 2013 budget is more comparable to the other organizations. LFRA has the lowest cost per capita and the lowest number of firefighters per 1,000 population of the organizations in the survey pool. If a weighted average is calculated by dropping the highest and lowest numbers and calculating the average of the remaining departments, LFRA is 15% below the weighted average for cost per capita and 22% below the weighted average for the number of firefighters per 1,000 population. Progress is being made. At the time the Strategic Plan was issued, LFRA was 29% below the weighted average for cost per capita and 29% below the weighted average for firefighters per 1,000 population.

Strategic Plan Comparative Information Update

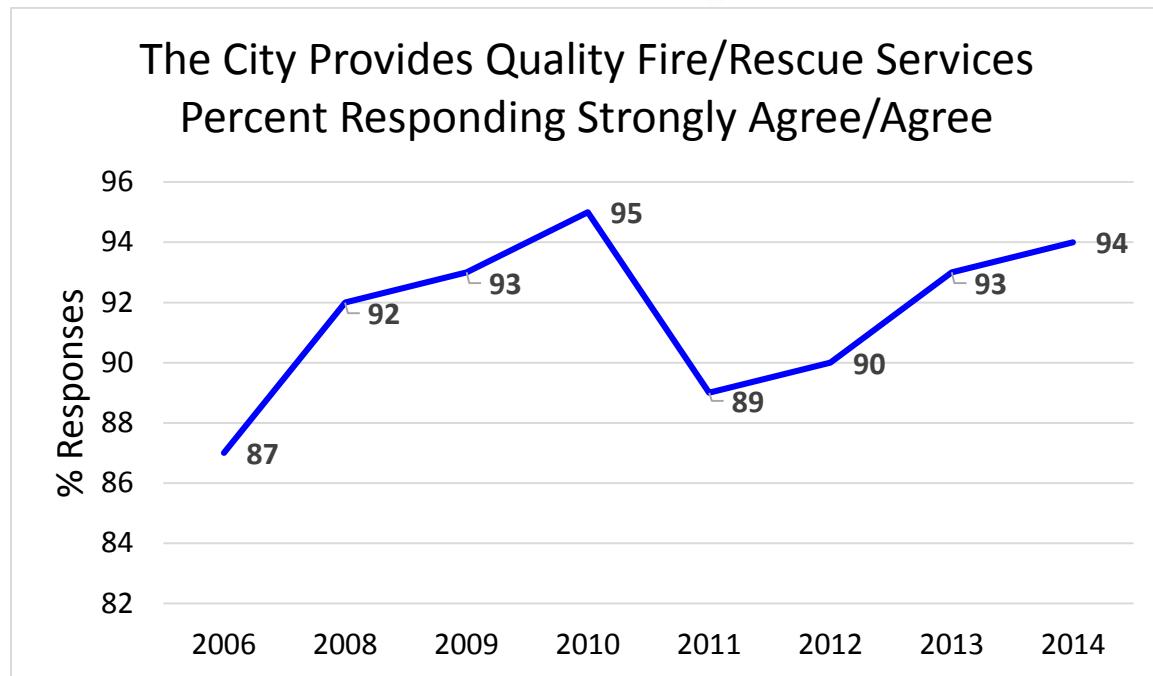
City or Department	2015 Operating Budget	Number of Uniformed Personnel	Population Served	Cost Per Capita	Size of Area by Square Miles	Number of Fire Stations	Number of Firefighters per 1000 Population
Mountain View	\$13,100,000	70	50,000	\$262.00	184.0	8	1.40
Boulder	\$18,150,503	106	102,420	\$177.22	25.8	7	1.04
Cheyenne	\$9,823,309	89	64,800	\$151.59	27.2	5	1.37
Poudre Fire Authority	\$26,283,507	171	192,405	\$136.61	235.0	10	.89
Greeley	\$13,344,183	101	105,048	\$127.03	64.0	6	.96
Longmont	\$11,999,998	84	91,911	\$130.56	21.81	6	.91
LFRA	\$11,896,420	79	94,485	\$125.91	190.0	5	.84
Average	\$14,942,560	100	100,153	\$164.17	160.83	7	1.06
Weighted Average*	\$13,698,221	92	91,733	\$144.60			1.03

*as defined by taking out the highest and lowest values to average the remaining departments.

Other Activity Related Statistics

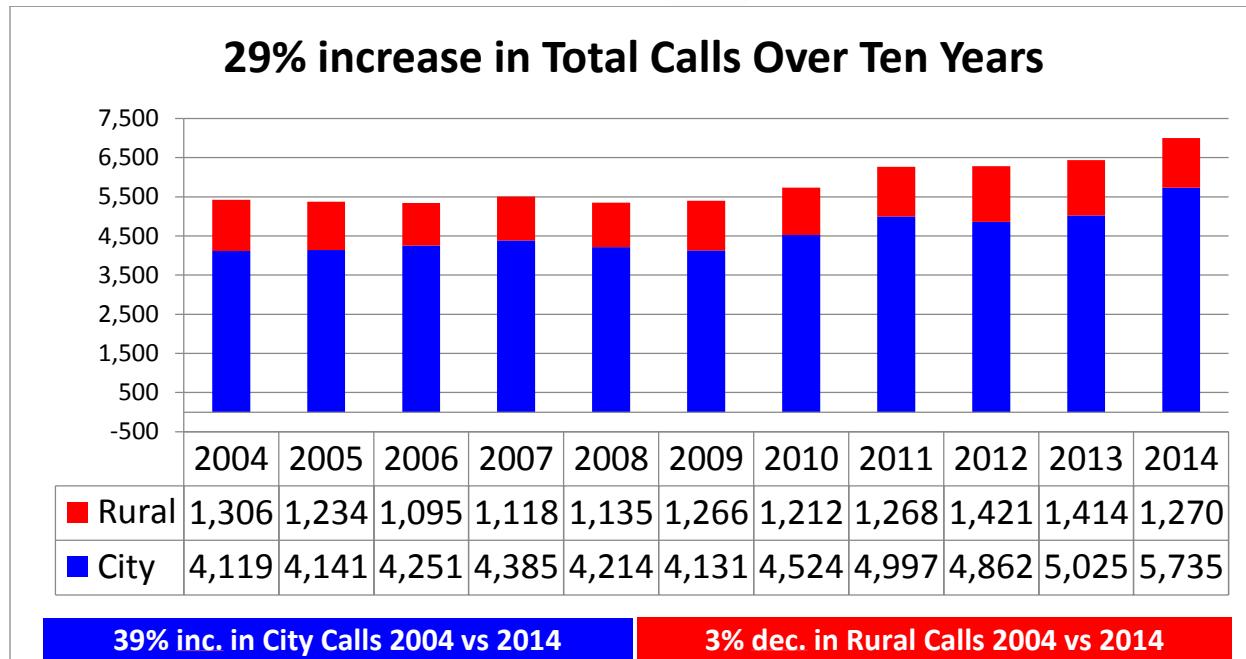
2014 City of Loveland Quality of Life Survey

The citizens of Loveland have traditionally rated Fire Rescue Services highly.



Call Volume

When 2004 is compared to 2014, total calls have increased 29%. When the City and the Rural District are calculated separately, the City calls increased 39% and the Rural District calls decreased 3%. The average percentage of Rural District calls to the total calls in this ten year timeframe is 22%.

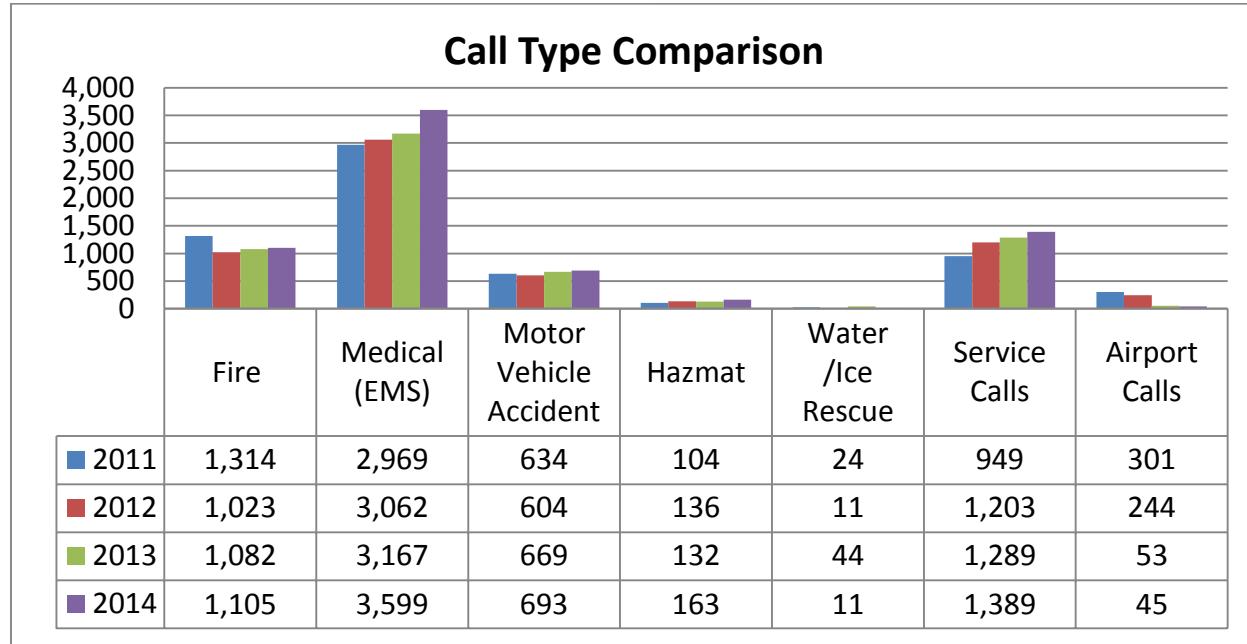


	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
Total Calls	5,425	5,375	5,346	5,503	5,349	5,397	5,736	6,265	6,283	6,439	7,005
% City	75.9%	77.0%	79.5%	79.7%	78.8%	76.5%	78.9%	79.8%	77.4%	78.0%	82.0%
% Rural	24.1%	23.0%	20.5%	20.3%	21.2%	23.5%	21.1%	20.2%	22.6%	22.0%	18.0%

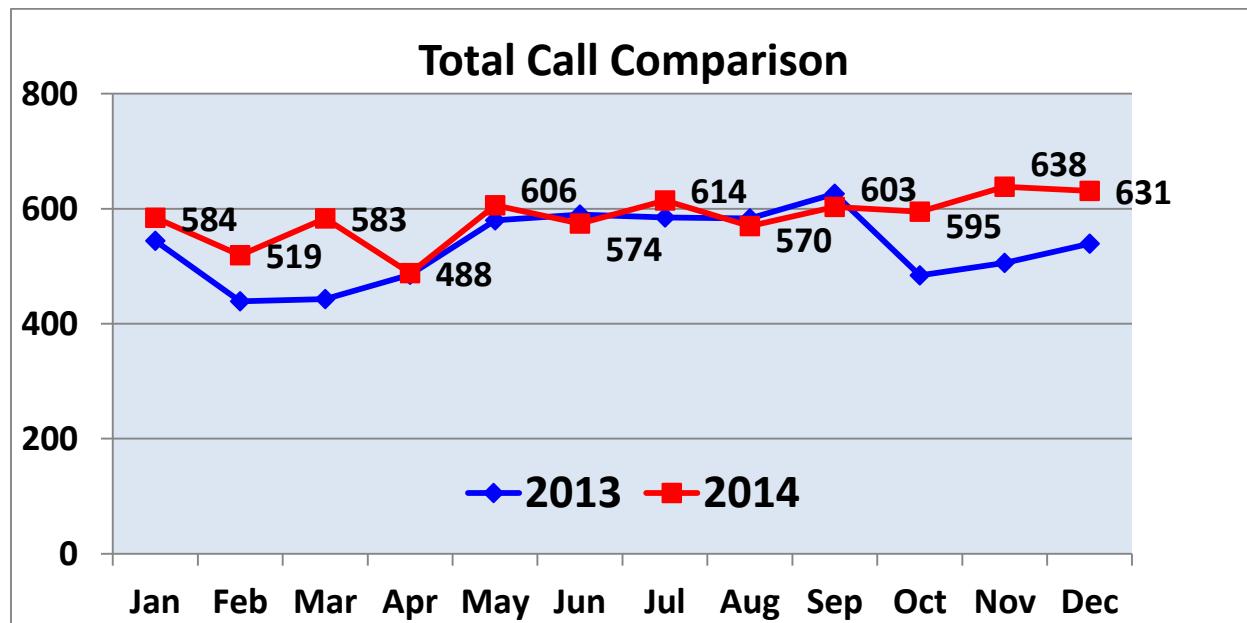


Call Type

51% of the calls were emergency medical services, which is a consistent trend over the three years shown. Fire calls in the graph below include structural, vehicle, grass/wildland, and fire alarm investigations. Service calls include carbon monoxide, public assistance, and calls cancelled enroute. Airport calls include both standby and emergency calls. Since the airport lost its commercial carrier, there was a significant reduction in standbys.

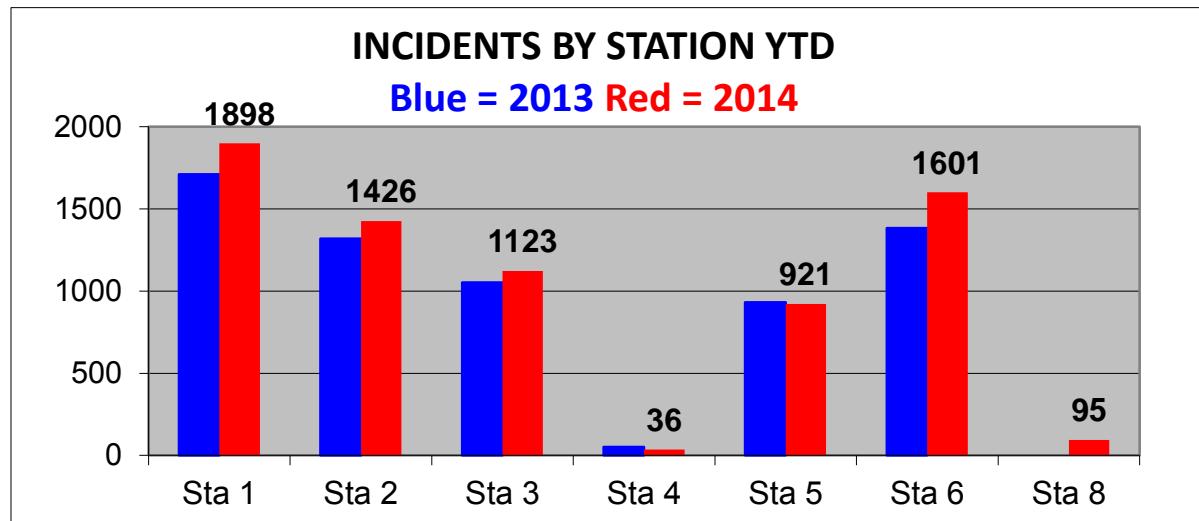
**Seasonal Trend**

In 2014, the number of calls monthly consistently exceeded the previous year; however the summer months were very similar. The total for the year increased by 9%. The average time on scene in 2014 was 6 minutes 6 seconds, down from 17 minutes 17 seconds in 2013.



Distribution Trend

The call distribution by station indicates that Station 1 is the busiest station; however Station 4 is unmanned and the Station 6 crews respond to Station 4 calls. The Station 4 calls were down because the commercial carrier no longer flies to the Fort Collins Loveland Airport. Station 1 and Station 6 are two company stations. A station was relocated (Station 2) and expanded to a two company station. The new Station 2 went into service in October. Station 8 is a Big Thompson Canyon Station that is being reported for the first time to assist with the integration of the volunteer department response in our response profile.



Mutual \ Auto Aid

LFRA has several mutual and auto aid agreements to ensure that citizens receive an effective response. Parties to mutual aid agreements respond upon request if resources are available within their system. Parties in auto aid agreements are automatically dispatched based on location. The "Received" by LFRA from the listed organizations and "Given" by LFRA to the listed organization columns below represent the number of calls followed by columns that indicate the number of hours received and given.

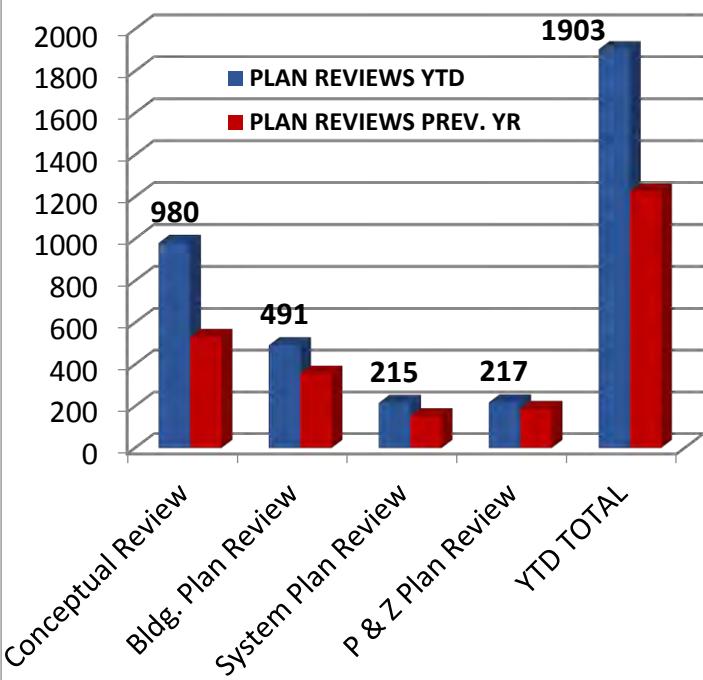
MUTUAL/AUTO AID STATISTICS YTD				
	Received	Hours	Given	Hours
Fort Collins	57	33	119	47
Previous Year	50	48.5	110	58.5
Berthoud	11	9.75	21	10
Previous Year	28	36	60	44
Big Thompson Canyon	62	30.5	43	22.75
Previous Year	65	38	36	20
Windsor	9	3.5	24	13.25
Previous Year	0	0	0	0
Total 2014	139	76.75	207	93
Total Previous Year	143	122.5	206	122.5



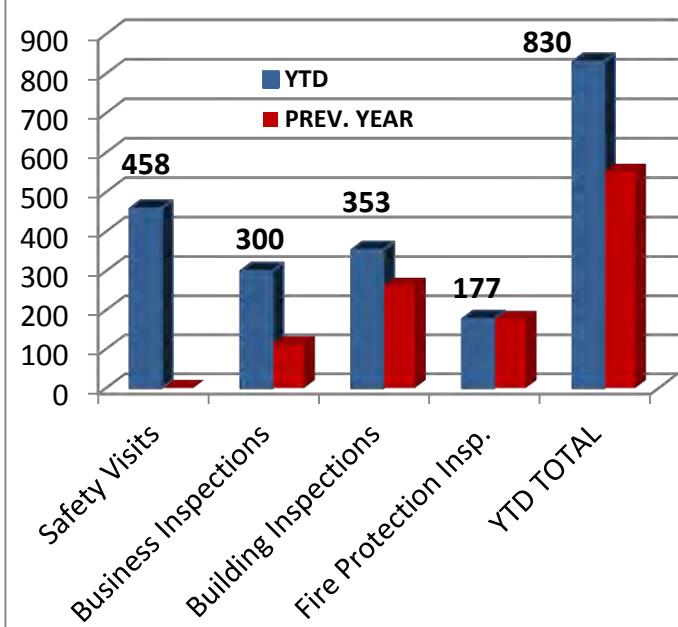
Reviews / Inspections

Managing the fire codes and plan reviews for development activity in the community and a wide variety of other prevention activities are critical to the LFRA mission to protect and preserve life and property. Building activity in 2014 increased significantly for the second consecutive year and this trend is expected to continue in 2015. The valuation on building permits issued in 2014 increased 42%. This demand has been challenging to meet. LFRA added a plans review position in 2013, and there was still just over \$13,000 in overtime required in 2014 to meet the demand. Conceptual review is the first step in the development review process and is an indicator that planning and zoning reviews (P & Z in the Plans Review Chart below) will likely increase significantly in 2015.

Plan Reviews

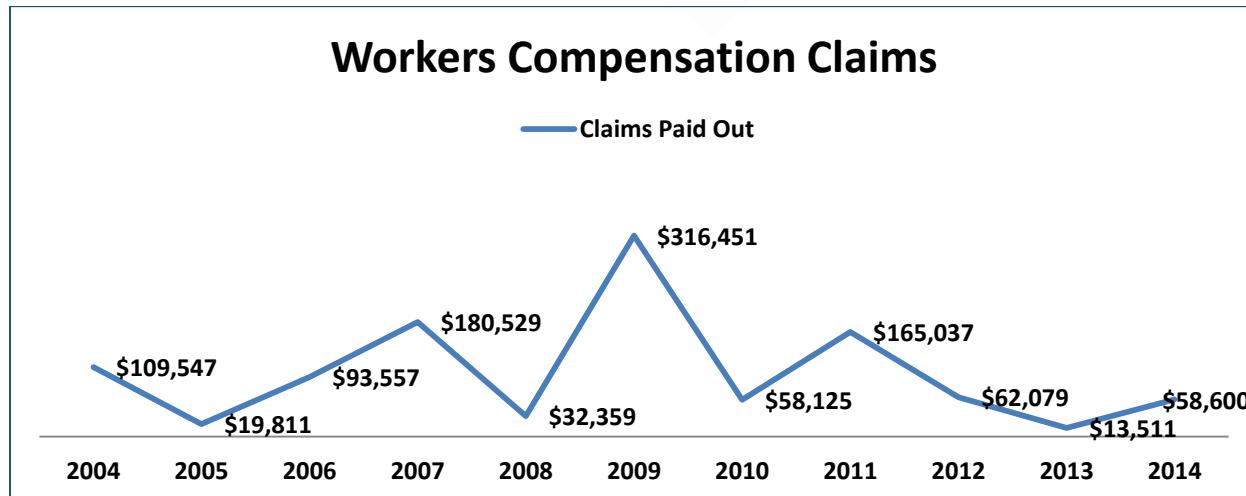


Inspection Statistics YTD



Workers Compensation Claims

In 2014, 13 worker's compensation claims were reported. All injuries are required to be reported. All of the claims resulted in claims losses for an average claims cost in 2014 of \$4,508. The claims history is shown in the graph below. In 2009, there was a cancer related death.



Liability Claims

The liability claims include employment claims and damage done to property. LFRA has had very few claims paid out over the last ten years and the larger claims have been for the most part recovered from the other party's insurance. The 2008 claim was a hazmat claim.

Liability Claims

Year	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
Claims Paid Out	\$5,261	\$687	\$0	\$14,000	\$87,358	\$0	\$0	\$11,413	\$7,714	\$1,422	\$16,976
Amount Recovered					\$80,000				\$7,714		\$16,976
Number of Claims				1	1			1	1	1	1

All claims are closed



Achievements Beyond the Numbers

Response

- Updated alarm levels for Aircraft Rescue Firefighting incidents.
- Developed new response plans and updated current response plans to include Engine 2 and Squad 2 relocated to the new Station 2.
- City wide implementation and training on the City of Loveland 800 channels.
- Implemented new guidelines for the wearing of radios in environments that are immediately dangerous to life and health.
- Completed the initial design and roll-out of Active Shooter Response protocols (unified with Loveland Police Department and Thompson Valley Emergency Medical Services - TVEMS).
- Completed the mass casualty incident (MCI) policy in conjunction with TVEMS.
- The Community Wildland Protection Plan (CWPP) was completed and submitted for final approval.

Severe Weather Plan:

- A plan specific to severe weather was created to address the unique needs of community emergency notifications and emergency planning. This plan will be included in the Larimer Emergency Operations Plan as an annex.

Emergency Communications Plan:

- A plan specific to the procedures and decision making process for emergency notifications and warnings to the community was created. This plan will be included in the LEOP as an annex.

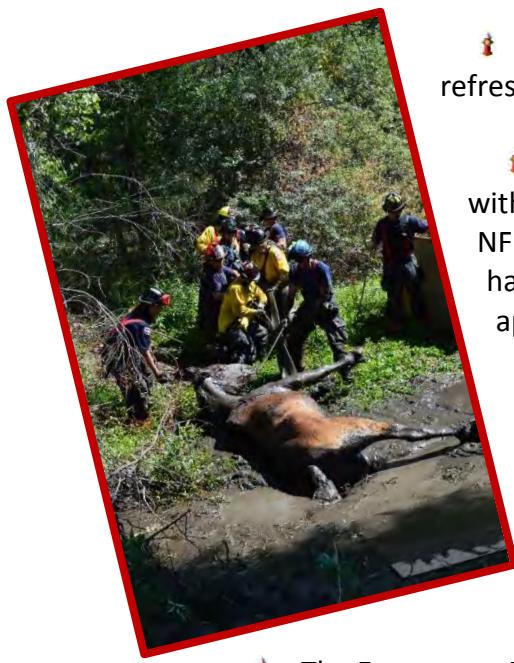
Community Safety Division Other Activities			
	2012	2013	2014
Building/Systems Permits	143	138	178
Hazmat Permits	99	104	128
Tents/Special Events	80	73	48
Burn Permits Issued	107	132	133
Investigations	37	48	27
Service Call/Complaints	108	78	48
Car Seats Installed	140	131	170
Juvenile Fire Starters Cases	27	11	14
Public Education Events	61	44	59
Total Public Ed Contacts	n/a	2706	4399

Readiness

- ➊ Blue Card Incident Command System: Built and delivered four commercial building simulations.
- ➋ Finalized the Incident Command/Blue Card manual.
- ➌ Developed the firefighter emergency / mayday simulations.
- ➍ Conducted Fire Command Vehicle, Office Emergency Management and Command Staff Training.
- ➎ Developed an Active Shooter Blue Card sequence with Loveland Police and Thompson Valley Emergency.
- ➏ Developed LFRA Blue Card sequence for the Special Operations Team (urban rescue, hazmat, and dive) incidents.
- ➐ Wrote a “how to guide” for Command Training Center lap top use on the basics of loading and running simulations.
- ➑ Trained Airport staff members to operate Aircraft Rescue Firefighting apparatus.
- ➒ Provide personnel defensive tactics training for LFRA shifts in 2014.
- ➓ Implemented and trained staff on GIS capabilities for mapping needs for LFRA, including ongoing training and integration of pictometry for LFRA and Computer Aided Dispatch.
- ➔ Increased joint emergency medical training sessions with Thompson Valley Emergency Medical Services from one per year to quarterly.
- ➕ Delivered the Intelligent Firefighter curriculum.
- ➖ Administered semi-annual live fire sessions, including a mutual aid burn in the fall.
- ➗ Administered quarterly company qualification training (CQT).
- ➘ Developed a values based long-term leadership training program to follow the Leadership Journey.
- ➙ Dive Academy



- 📍 Confined Space Technician Course
- 📍 2014 Rescue School
- 📍 All Current Captains attended Auto X extrication training in Aurora to build some consistency in operations across the shifts.
- 📍 The wildland firefighting annual refresher training was completed and all paperwork was submitted for Red Card certifications. All information was updated in the Incident Qualification System (IQS).



📍 LFRA was able to get over half of their personnel through Sawyer refresher training with the Larimer County crews.

📍 Large Animal Rescue Awareness Level trainings were completed with certifications at the Awareness Level within accordance of the NFPA Standard 1670. LFRA was one of the first fire departments to have the entire department certified, as the standard was just approved this year.

📍 Ebola Planning - In partnership with TVEMS, new policies, procedures, and training were developed to address the unique challenges to first responders created by the introduction of Ebola into North America. The Larimer County Emergency Healthcare Coalition was asked to coalesce all local procedures into a unified and mutually beneficial effort.

📍 The Emergency Manager conducted a mobile command vehicle training session for six Loveland police officers.

- 📍 Tornado planning at Centennial Elementary School
- 📍 Developed a plan for technology replacement and headset communication system in the Command Training Center.
- 📍 Assisted the Airport with the purchasing process for a new 1500 gallon Aircraft Rescue Firefighting Apparatus and determined equipment needs to make it response ready.
- 📍 Developed a plan for replacement of headset communication system.
- 📍 Research and implement Cellular Signal Boosting technology for the Battalion Command Vehicle.
- 📍 Recognizing a need to develop messaging redundancy, the Communications Team implemented the use of Active 911 as a backup messaging platform. This platform has

several benefits, including: backup mapping, management by LFRA, receipt of mutual aid information, and building user groups.

- ⌚ Tactical Gear: funded equipment enhancements to 7 companies (three seat assignments per company), including Ballistic helmets, Tactical EMS kits, and Type III vests.
- ⌚ An enhancement of workstations within the Battalion Chief's office for Acting Battalion Chief assignments and captain administrative functions.
- ⌚ Complete installation and implementation of a backup communications center server in conjunction with Loveland Police Department and Loveland Emergency Communications Center.
- ⌚ New Utility Task Vehicle (4 Person)
- ⌚ Developed a replacement plan for small engines.
- ⌚ LFRA continues to purchase replacement hose based on wear and tear and age of hose. Currently, we continue to annually test and document our hose to the NFPA Standards. The hose replacement from year to year is dependent upon what is ready to transition out due to age. The hose is kept in a ready state and hose that has gone out of service is replaced.
 - Approximately 90 sections of 3" hose for alley and blitz fire attack lines.
 - Addition of back up 1.75" and 2" hose for front line apparatus. Approximately 72 sections.
 - 400' of training hose for the training area.
 - Annual replacement of 5" supply hose for outdated sections.
- ⌚ Thermal Imaging Camera (TIC) replacement: 2014 will finish a large part of the program goals for the number and placement of TIC in our system. The second unit assigned to Squad 2 and the unit on Rescue 6 will be stored in a hard case and be able to be used for specialized incidents or missions. In addition to the normal batteries included, these units will have a new clam shell battery pack that use AA batteries. This is an option for large area ground searches, tactical fire needs with our law enforcement interaction, and any other special assignment or out of area mission. A spare TIC unit is designated to keep the system whole if a unit goes out of service for any extended period and is stored in the Battalion Chief vehicle. This unit can be used by a chief officer on large scale incidents, but will be pulled first if a spare unit is needed in the system. The



current maintenance budget is adequate for replacing batteries and cord keepers. Our overall rotation helps maintain TICs on front line companies and reserve apparatus. We are conducting a trial test with 3 companies to see if we can improve our battery service life with a better cycling rotation.

- ➊ Replaced the Combi-tool on Engine 6 originally purchased in 2004 and assigned it to the Training Division for reserve apparatus.
- ➋ Purchased a new portable TNT pump for Squad 2- When Squad 2 was put into service, a vehicle mounted power unit with 75 foot hose reels fixed to the front bumper was purchased. This set up limits the use of the tools and does not allow the tools to be used if the Squad is unable to get in close to the scene.



➊ Calibration for Kestrel weather units were cancelled for the year. LFRA was informed by Kestrel that they were recommending a three year calibration process, rather than an annually. Units have been placed on a rotational plan.

➋ All expired fire shelters were updated to the new ones. Old fire shelters have been marked for training purposes only.

➌ 2014 plan was to evaluate the Wildland program for potential duplication of programs and funding and to either consolidate or eliminate the redundancy. At the completion of the evaluation, it was determined there were three specific areas (Communications/radios, Hose, and Personal Protective Equipment) of redundancy. These three areas were consolidated preventing duplication of efforts.

- ➊ Dozer packs were provided to Command 1 and 2 vehicles.
- ➋ (20) New Montana 650 Global Positioning Units (GPS') were purchased to replace the outdated and/or damaged Etrex Vista HCx's. Five of the new Global Positioning System units went to the Big Thompson Canyon Volunteer Fire Department (BTCVFD).
- ➌ (5) New Kestrels were purchased. Three of them went to the BTCVFD.
- ➍ Floto-pumps were removed from Engine 266 and Engine 16, (Engine 236 was not equipped with one.)
- ➎ Conducted an evaluation of the current Arduous Pack Test and determined that moving our personnel to the annual Colorado State University (CSU) physical would meet the intent of the Red Card certification process as it relates to the Performance Measurement Standard (PMS) 310-1 by National Wildfire Coordinating Group (NWCG). A meeting was held with Matt Branch (Regional FMO – NE Region) with the Colorado Division of Fire Protection and Control to discuss the PMS 310-1 guideline and our intentions. At the conclusion of the meeting, LFRA was advised that it met the intent of the guide for Red Card certification.

In 2014 a Peer team was established to meet the emotional health needs specific to LFRA. A five member team attended a week long training program that provided them the skills and knowledge to assist LFRA personnel with their emotional needs. A joint funding partnership was established with LFRA and LPD for the purpose of hiring a clinical psychologist. The clinical psychologist is responsible for the continuing education of the Peer support team as well as providing counseling and emotional needs to LFRA personnel and their immediate family members.

Summary of Peer Support Activity in the 1st Year

Dr. Teresa Richards, Psy.D.

Month	Direct Counseling Hours		Indirect Hrs Worked		No. of Personnel Receiving Services		Peer Support Contacts by LFRA Team (Sept start for reporting)	
	Fire	Police	Fire	Police	Fire	Police	Level 1	Level 2
April (started 4/21/14) (Fire/Police info not provided)	5		20		7			
May	3	11	49		8			
June	6	10	27	14	2	10		
July	2	14	27	11	3	8		
August	2	5	34	14	1	10		
September	9	12	6	19	5	9	12	2
October	17	9	37	25	8	9	5	2
November	14	11	20	20	11	7	1	1
December	10	9	13	23	11	9	9	17
Total (from time separate records were kept)	63	81	164	126	41	62	27	22

Fitness evaluations are conducted annually, and extensive or FULL evaluations, every other year. The full evaluation includes a 4 day nutrition study, a treadmill stress test evaluated by a cardiologist, several strength assessments, a flexibility assessment, a body fat analysis, a Body Mass Index measurement, a lung capacity assessment, and an environmental stress evaluation. Each full evaluation is followed up with a one on one meeting with a Colorado State University (CSU) professional that explains the evaluation in depth. If any results from the evaluation show an unsafe condition, the person is notified and taken off line until the situation can be mitigated.

The departmental summary received from CSU indicated that improvements need to be made for aerobic capacity, body composition, and blood pressure. The following table is the historical comparison of the seven fitness evaluation measures.

Summary of Years for Loveland Fire Rescue

	Average Age	Estimated VO2 Max (ml/kg/min)	Flexibility (in)	Grip Strength (kg)	Leg Strength (kg)	Arm Strength (kg)	Push-Ups	Plank
Standard for Avg Age	38.8	42	<12	<105	Specific to Group	Specific to Group	<17	<2:00
2014	38.8	51.1	17.4	109	142.3	48.7	31	2:32
2013	38.3	44.8	18.0	120.8	132.3	46.7	33	2:41
2012	39.5	49.1	17.7	107.8	144.2	44.6	31	2:41
2011	38.38	48.99	18.11	106.61	140.5	45.0	31	2:35
2010	38.56	46.35	17.81	108.17	126.15	42.33	28	2:11

Over 50% of all firefighters had systolic blood pressures exceeding the guideline of less than 120 mm Hg and over 40% of all firefighters had diastolic blood pressures exceeding the guideline of less than 80 mm Hg. Therefore, the health and safety goals for 2015 will focus on strategies that improve blood pressure.

💡 The City of Loveland is a Stormready community (a three year designation). The Emergency Manager coordinated the qualification effort by establishing:

- a 24-hour warning point and emergency operations center,
- creating more than one way to receive severe weather forecasts and warnings, as well as multiple ways to alert the public,
- creating a system that monitors local weather conditions,
- promoting the importance of public readiness through community seminars, and
- developing a formal hazardous weather plan, which included training severe weather spotters and holding emergency exercises.

Storm Ready communities are better prepared to save lives from the consequences of severe weather through advanced planning, education and awareness. The program encourages communities to take a new, proactive approach to improving local hazardous weather operations by providing emergency managers with clear-cut guidelines on how to improve their hazardous weather operations. The benefits to being a StormReady certified community are improved timeliness and effectiveness of hazardous weather warnings for the public as well as improved hazardous weather operations. This certification is a means of acquiring additional Community Rating System points assigned by the National Flood Insurance Program (NFIP) which may translate to reduced insurance premiums for the community.

💡 New EOC layout – The After Action Review of the EOC activation for the 2013 flood identified several operational challenges based on room configuration and technology. Both items are addressed through a new, more conducive room layout and the addition of communications equipment and technology for information sharing. The end result is expected to be an EOC that offers greater collaboration and increased safety for field operations.

Relationships

- Evaluated the move from Consolidated Communications Network of Colorado to Front Range Communications Consortium and decided to join the Front Range Communications Consortium (FRCC).

In December 2014, LFRA was granted a seat on the Board of Directors of Northern Colorado Radio Communications Network. The public safety organizations of Northern Colorado are currently planning for a potential move to the FRCC radio system separate from the State of Colorado system. This potential move would regionalize the radio system, allowing more user input in the future planning, operations, and development of the system. LFRA along with the rest of the City of Loveland is planning for this potential move and its impacts to operations.

Communications team has become more active in regional and national users groups of 800 MHz trunked radio systems. This involvement allows the program to stay up on current trends and technologies going forward as well as allows us a voice to speak on the impacts of issues on us as radio users. The communications program will continue to strengthen those ties and will receive the benefit of maintaining its edge as a leader in communications technologies.

- Heart Safe Loveland-- LFRA is participating in an effort to help the City of Loveland become certified as a Heart Safe city. Our involvement is primarily in public relations. We are providing the committee with one person who represents LFRA; we provide them data on how many automatic external defibrillators exist in commercial occupancies in Loveland (information acquired through safety assessments); and we provide them counsel on emergency response. A major talking point this year is "Pulse Point", a smart phone application that alerts the general public of a cardiac arrest happening near them. LFRA will also provide the Heart Safe committee a booth at the Emergency Preparedness Expo.
- Integration of the Big Thompson Canyon Volunteer Department equipment maintenance and replacement programs: bunker gear, radios, ladder testing, hose testing, ketrels, global positioning units, wildland shelters, and small engines. A full set of Holmatro tools from Truck 7 was reassigned to the Big Thompson Canyon Engine.



- ✿ The Colorado Resource Rate Form (CRRF) for the 2011-2014 expired on April 30, 2014. Along with the new CRRF update on resource rates the program was relocated from Colorado State Forest Service (CSFS) to Colorado Division of Fire Prevention and Control (CDFPC). A new CRRF agreement was completed for both LFRA and Big Thompson Canyon Volunteer Fire Department (BTCVFD) in January 2014. The new CRRF (2014-2017) was submitted and approved, and will run from April 30, 2014 to April 30, 2017.
- ✿ Mutual Aid Agreements –
 - Mutual Aid with Rist Canyon Volunteer Fire Department
 - Amendment to the Johnstown Fire Protection District Auto-aid Agreement based on the relocation of LFRA Station 2 and the coverage area proposed within the plan for the development of an Authority between the JFPD and the Milliken Fire Protection District (MFPD).
 - Auto Aid with Berthoud Fire Protection District
 - Mutual Aid with Larimer County agencies for Disaster Emergency Management and Funding
- ✿ Expo – The annual Emergency Preparedness and Family Safety Exposition is a one-day, family friendly event that provides preparedness and safety information and planning tools for attendees through a variety of demonstrations and classes. Participants included Loveland Fire, Thompson Valley EMS, the American Red Cross, Larimer County Sheriff Office, to name a few. (330 attendees)
- ✿ The Emergency Manager participated in Larimer County after action reviews for the High Park Fire and the 2013 Flood and several emergency preparedness exercises (Medical Center of the Rockies, Larimer County Emergency Operations Center, Weld County Emergency Operations Center table top exercise, Colorado State University's Ram Thunder table top exercise, Broken Arrow exercise designed to evaluate how quickly a regional response force could respond to a designated location, and evaluated a Washington County exercise.)



Resources

- Added three personnel in third quarter of 2014 to TACFIRE Team. Three people attended 40 hours of training at Fort Carson military base.
- Beta tested video streaming in 2014 to develop a system to reduce the cost and improve the operational efficiency for communicating with personnel at all remote locations at the same time.
- Acquired a four acre parcel of land with building space of just over 9,000 square feet adjacent to the west side of the existing Training Area.
- Completed repairs and restoration at the Training Center associated with the September 2013 Flood.
- Recruited, selected, and brought on two reserve firefighters to serve in Training.
- Developed a warehouse for the small tools to standardize the equipment on all apparatus. This is intended to yield a more efficient and effective use on scene due to the standardization and appropriate stock of tools available on each apparatus. It is also expected to create long term budgetary savings.
- In 2014 we started phasing out some of our older chain saws, and removed the saws off LFRA Tenders. Engine 3 and 6 received new chain saws this year. Many of the early saws purchased in the 1990's are becoming outdated and not cost effective to continue to repair. Plans are being developed to rotate the old saws out of service. We are also testing a new fuel, VP high octane. All stations have made this change but this fuel has its pro's (better performance, less maintenance, consistent fuel mixture, and tool life) and con's (cost).
- The Emergency Manager submitted and was awarded \$43,458 for City of Loveland Parks and Recreation 800 MHz radios and equipment.
- Received \$175,963 in FEMA and insurance reimbursements for the 2013 Flood emergency response and training center repairs.



2014 Budget

Loveland Fire Rescue Authority

2014 Budget Summary

Year Ending 12/31/14

Description	Total Budget	2013 Actual	Variance (Budget Less Actual)	Variance as a % of Budget
Beginning Fund Balance	-	\$17,397.48	-17,397.48	-
Revenue	173,420.00	435,999.06	-262,579.06	-151.41%
Partner Contributions	11,036,870.00	10,337,681.41	699,188.59	6.34%
Expenditures	11,210,290.00	10,773,680.47	436,609.53	3.89%
Revenue Less Expenditures	\$0.00	\$17,397.48	-\$17,397.48	

The Budget was managed well and budget savings will be requested in 2015 to complete projects and address new challenges that have come to light since 2014 year end.

Beginning Fund Balance

Normally this fund is expected to carry a zero fund balance, since the premise of the intergovernmental agreement is that the City and the Rural District split the net cost 82%, 18% respectively. However, the timing of the Assistance to Firefighters grant reimbursement for expenditures in 2012 created the need for the City to advance cash and net that advance out of its January 2014 contribution. As a result the fund balance available was positive.

Revenues

Revenue that LFRA generates based on operations, excluding contributions from the City of Loveland and the Loveland Rural Fire Protection District, exceeded the budget by \$263 thousand. This was primarily the result of the \$176 thousand for 2013 Flood reimbursements from FEMA and the insurance, \$46 thousand that permitting fees exceeded the budget, and \$35 thousand in Emergency Management Performance Grant. The partner contributions are lower than the budget due to expenditure savings and LFRA generated revenue in excess of the budget.

Expenditures

A budget savings of just over \$436 thousand generally due to projects that were incomplete at year end, the timing for hiring the new Station 2 crews, and purposeful saving to meet the need for replacing alerting system in the stations.

The following tables highlight budget performance for revenue and expenditures in 2014. The Revenue Budget table is followed by a page of explanations for each revenue source.

Expenditures are presented first by account category and then by program. Finally there is a summary of budget performance for other City funds dedicated to LFRA expenditures.

Loveland Fire Rescue Authority

Revenue Budget Report

For the Year Ending 12/31/14

2014 Budget

Segments/Accounts	Total Budget	YTD Rev	Budget less Revenue Collected	Total % Budget Collected
000 : Investments (as a portion of City Pooled Cash)				
Interest/Gains	\$0.00	\$4,985.04	-\$4,985.04	100.00
SubTotal 000 : Investment Activity	\$0.00	\$4,985.04	-\$4,985.04	0.00
223 : Community Safety				
Special Events (1)	30,000.00	29,600.00	400.00	98.67
Miscellaneous	0.00	553.00	-553.00	100.00
Gifts/Donations (2)	5,290.00	5,292.00	-2.00	100.04
Fire Permit & Inspection (3)	20,000.00	26,458.00	-6,458.00	132.29
Building Permit Fee (3)	44,880.00	60,834.60	-15,954.60	135.55
Contractor Licensing Fee (3)	4,000.00	5,375.00	-1,375.00	134.38
Firework Stand Review	12,000.00	12,350.00	-350.00	102.92
Rural Fire Inspection Fee (3)	5,000.00	27,034.94	-22,034.94	540.70
SubTotal 223 : Community Safety	\$121,170.00	\$167,497.54	-\$46,327.54	138.23
224 : Station Operations				
Federal Grants (2013 Flood-FEMA) (4)	0.00	146,568.47	-146,568.47	100.00
State Grant (2013 Flood-FEMA) (4)	0.00	24,428.08	-24,428.08	100.00
Standby Reimbursements (Misc) (7)	0.00	408.30	-408.30	100.00
Refunds /Rebates (5)	0.00	3,580.38	-3,580.38	100.00
Academy Training (6)	27,750.00	40,768.18	-13,018.18	100.00
SubTotal 224 : Station Operations	\$27,750.00	\$215,753.41	-\$188,003.41	100.00
225 : Technical Response and Systems				
Hazmat Mitigation	2,500.00	0.00	2,500.00	0.00
SubTotal 225 : Technical Response and Systems	\$2,500.00	\$0.00	\$2,500.00	0.00
227 : Administration				
Emergency Mgmt Grant (8)	0.00	35,112.12	-35,112.12	100.00
Miscellaneous (9)	2,000.00	5,766.95	-3,766.95	100.00
Federal Grants (10)	0.00	1,918.00	-1,918.00	100.00
Other Agency Deployment	20,000.00	0.00	20,000.00	0.00
Insurance Recoveries (2013 Flood) (4)	0.00	4,966.00	-4,966.00	100.00
Contributions - Rural Fire District (11)	1,986,640.00	1,860,782.63	125,857.37	93.66
Contribution - City of Loveland (11)	9,050,230.00	8,476,898.78	573,331.22	93.67
SubTotal 227 : Administration	\$11,058,870.0	\$10,385,444.48	\$673,425.52	93.91
Grand Total (12)	\$11,210,290.0	\$10,773,680.47	\$436,609.53	96.11
Less Partner Contributions	\$11,036,870.0	\$10,337,681.41	\$699,188.59	6.34
LFRA Generated Revenue	\$173,420.00	\$435,999.06	-\$262,579.06	151.41

Revenue Budget Variance Explanations

- (1)** Budweiser Event Center Standby Activity.
- (2)** Donation money collected over time; appropriated and used for the purchase of smoke and carbon monoxide detectors.
- (3)** Variances are a function of building activity in the community.
- (4)** FEMA money and insurance reimbursements from the flood damage in Sept 2013; total of \$175,962.55.
- (5)** Reimbursements from workers compensation insurance for salaries paid to employees out on a work related injury.
- (6)** Training Center Fees: Burn Building and Command Training Center.
- (7)** Thompson School District Board Meeting Standby.
- (8)** Emergency Management Grant: 1st & 2nd Quarter reimbursement grants have been received. The last few years we have not included it in the adopted budget because the State had been slow to release the money.
- (9)** Adm Miscellaneous includes the Yuma County reimbursement of equipment purchase we made on their behalf when we bought similar Emergency Management equipment.
- (10)** When the 2011 Assistance to Firefighters Grant for the self-contained breathing apparatus and automatic external defibrillators closed out they covered \$1,918 of expenditures we had agreed to pay.
- (11)** Governing partner contributions based on the intergovernmental agreement: City 82% and Rural District 18% of net expenditures.
- (12)** This year LFRA has collected 96% of the revenue budget compared to 93% of the budget in the previous year. LFRA generated revenue exceeded the budget in 2014 by 51% compared to 67% in the previous year.



Loveland Fire Rescue Authority

Expenditure Report by Account Category

For the Year Ending 12/31/14

Account Category	Total Budget	YTD Exp	Total Available	Total % Available
Personal Services	\$8,147,060.00	\$8,038,469.03	\$108,590.97	1.33
Supplies	559,234.00	476,268.23	82,965.77	14.84
Purchased Services	2,303,136.00	2,103,228.37	199,907.63	8.68
Capital Outlay	200,860.00	155,714.84	45,145.16	22.48
Grand Total	\$11,210,290.00	\$10,773,680.47	\$436,609.53	3.90

Expenditure Budget by Category Variance Explanations

- (1) Personal Services: Savings are associated with the timing of hiring new Station 2 crews, overtime overestimated for Peer Support start up, some overtime savings in Community Safety, and benefit insurance.
- (2) Supplies: Savings are associated with equipment on order but not received yet at year end, careful evaluation of radio replacements, and alternate solutions for technology projects.
- (3) Purchased Services: Savings are associated with Fleet Maintenance costs, Peer Support Psychologist starting later in the year, Tuition Assistance balance, Facilities Maintenance Projects at Station 3 that were incomplete at year end, and services associated with the Emergency Operations Center Modifications with communications upgrades.
- (4) Capital Outlay: Savings are associated with software and equipment for the Emergency Operations Center communications upgrade purchases incomplete at year end.



Expenditure Budget Report by Program

For the Year Ending 12/31/14

Segments	Total Budget	YTD Exp	Total Available	Total % Available
223 : Community Safety				
1651 : Prevention (1)	\$192,020.00	\$174,318.94	\$17,701.06	9.22
1652 : Business Inspections (2)	154,440.00	140,999.02	13,440.98	8.70
1654 : Permitting and Development Review (3)	322,230.00	303,935.72	18,294.28	5.68
SubTotal 223 : Community Safety	\$668,690.00	\$619,253.68	\$49,436.32	7.39
224 : Station Operations				
0000 : General Station Operations (4)	7,140,240.00	7,042,450.53	97,789.47	1.37
1605 : Training	97,140.00	96,802.56	337.44	0.35
1631 : Station 1	50,490.00	51,481.97	-991.97	-1.97
1632 : Station 2	9,550.00	9,853.17	-303.17	-3.18
1633 : Station 3	9,430.00	9,622.13	-192.13	-2.04
1635 : Station 5	11,200.00	11,173.57	26.43	0.24
1636 : Station 6	9,530.00	9,538.31	-8.31	-0.09
1639 : Health and Safety (5)	83,620.00	43,509.12	40,110.88	47.97
SubTotal 224 : Station Operations	\$7,411,200.00	\$7,274,431.36	\$136,768.64	1.85
225 : Technical Response and Systems				
1603 : Special Operations (6)	102,170.00	91,854.86	10,315.14	10.10
1604 : Wild Land	54,710.00	53,200.91	1,509.09	2.76
1607 : EMS	23,050.00	22,901.19	148.81	0.65
1608 : Tac Fire	35,220.00	33,279.97	1,940.03	5.51
1620 : ARFF	2,280.00	0.00	2,280.00	100.00
SubTotal 225 : Technical Response and Systems	\$217,430.00	\$201,236.93	\$16,193.07	7.45
226 : Equipment Maint & Replacement				
1641 : Communications/Telephone (7)	221,190.00	172,774.61	48,415.39	21.89
1642 : Hoses	12,820.00	12,734.58	85.42	0.67
1643 : Ladders/Small Engine	7,800.00	8,104.81	-304.81	-3.91
1644 : SCBA	41,140.00	40,322.68	817.32	1.99
1645 : Thermal Imaging	25,340.00	24,630.49	709.51	2.80
1646 : Computer Equipment (8)	51,150.00	38,485.63	12,664.37	24.76
1647 : Vehicles and Apparatus (9)	657,380.00	586,576.69	70,803.31	10.77
SubTotal 226 : Equipment Maint & Replacement	\$1,016,820.00	\$883,629.49	\$133,190.51	13.10
227 : Administration				
1600 : Emergency Management (10)	230,650.00	144,558.62	86,091.38	37.33
1601 : Administration (11)	1,665,500.00	1,650,570.39	14,929.61	0.90
SubTotal 227 : Administration	\$1,896,150.00	\$1,795,129.01	\$101,020.99	5.33
Grand Total	\$11,210,290.00	\$10,773,680.47	\$436,609.53	3.90



Expenditure Budget by Program Variance Explanations

- (1) Prevention: Savings occurred in overtime, special events pay, and insurance benefits.
- (2) Business Inspections: Savings occurred in salaries, benefit insurance and training.
- (3) Permitting & Development Review: Savings occurred in the number of hours for the non-benefited, part time employee that reviews fire protection system permits, insurance benefits, and training for fire investigations.
- (4) General Station Operations: Savings occurred in personnel related expenditures because new Station 2 crews were hired in August rather than in June. The tuition assistance account had a balance of \$7,000 and two facilities maintenance projects did not get completed (Station 3 truck room painting \$8,000 and Station 3 dorm room privacy dividers for \$12,000).
- (5) Health and Safety: There was \$13,500 savings in the estimated overtime to get the Peer Support Program launched. There was also a \$11,800 savings in the expected cost of the psychologist that leads the program because the contract didn't start until April. Fewer people needed fitness evaluations and blood analysis work resulting in a savings of \$10,700.
- (6) Special Operations: Rescue equipment is on order and wasn't delivered by year end.
- (7) Communications: radio replacements for wildland and damaged radios were not necessary from this source; radios for new Station 2 crews were cheaper per unit and two units were not purchased; budgeted for a fiber project at the Training Center but a cheaper wireless solution was implemented.
- (8) Computer Equipment: The purchase of the ETI Pop-up Module for recording preplanning information and red zone information was deferred until the existing modules are fully integrated into operations. IT developed a significantly cheaper solution to the back-up server in Dispatch so the LFRA share of the solution was not necessary.
- (9) Vehicles and Apparatus: The City's Fleet Division charges for maintenance on all rolling stock and the cost of new vehicles and apparatus purchased in 2013 and 2014 was overestimated by \$63,000.
- (10) Emergency Management: The EOC modifications and the Emergency Management Performance Grant projects were incomplete at year end. The evaluation of the options for improving the Emergency Operations Center communications took longer than expected and modifications to the Emergency Operations Center needed to be coordinated with the planning for the Fire Administration Building remodel plans that were not complete at year end.
- (11) Administration: The contracts for purchasing the OMEGA Advanced Reporting Module didn't get complete before year end to make the software purchase, and the design project for the Fire Administration Building remodel was incomplete at year end.

**City's General Fund:**

Budget	\$7,500.00
Actual Expenditures	6,523.32
Remaining Budget	\$976.68

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	531,475.26
Remaining Budget	\$927,134.74

100' Aerial Platform Truck and equipment necessary to make it service ready - didn't take delivery until 2015.

City's Fire Capital Expansion Fee Fund: Training Center Project

Budget	\$745,000.00
Actual Expenditures	748,789.62
Remaining Budget	-\$3,789.62

Training Center Property (\$741,441), Phase II evaluation (\$3,499.77), and soils mitigation(\$3,848.85)

City's Fire Capital Expansion Fee Fund: Station 2 Project

Budget	\$3,841,740.00
Actual Expenditures	3,626,027.28
Remaining Budget	\$215,712.72

Station 2 west of 29th & Wilson; Oct 15 move in Oct 25 Opening

If there are any questions or comments, please contact:

Renee Wheeler: (970) 962-2704
Renee.Wheeler@cityofloveland.org
 Public Safety Administrative Director
 410 E. 5th Street, Loveland, Colorado 80537



WELCOME TO THE YEAR END - THREE E'S TOUR!

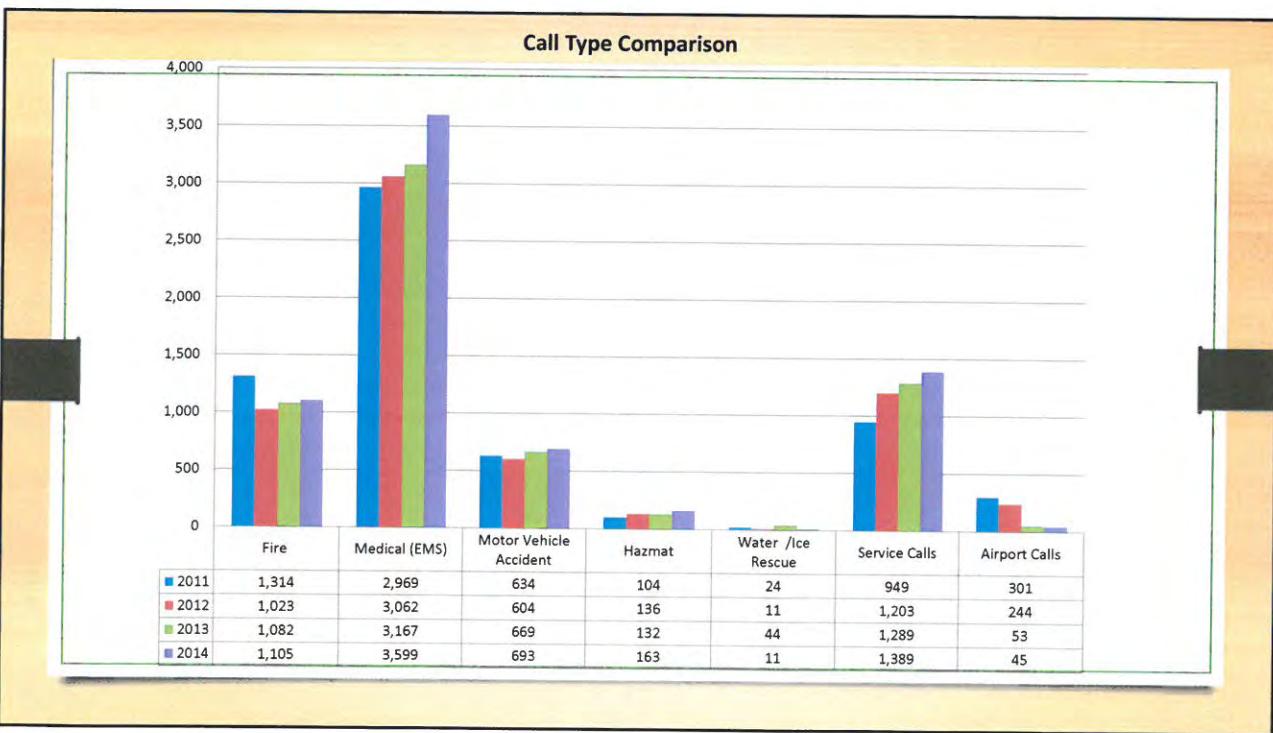
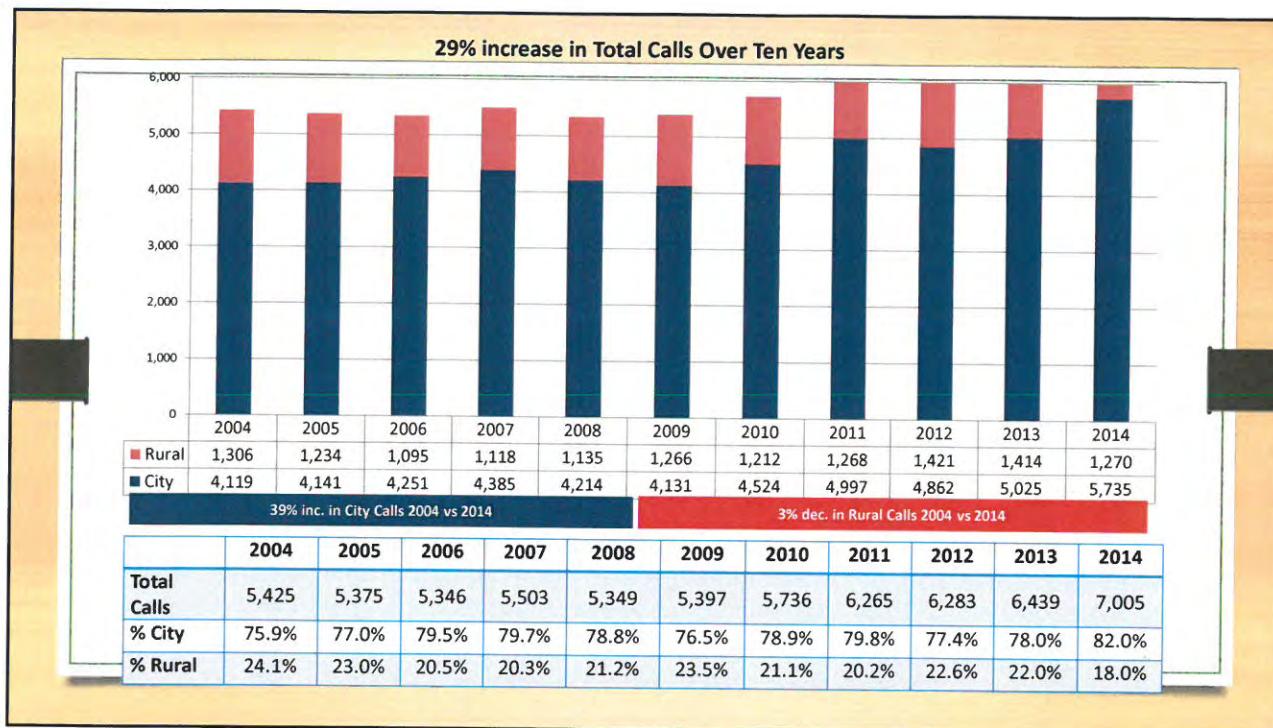
Our Goal - Information Sharing and ...

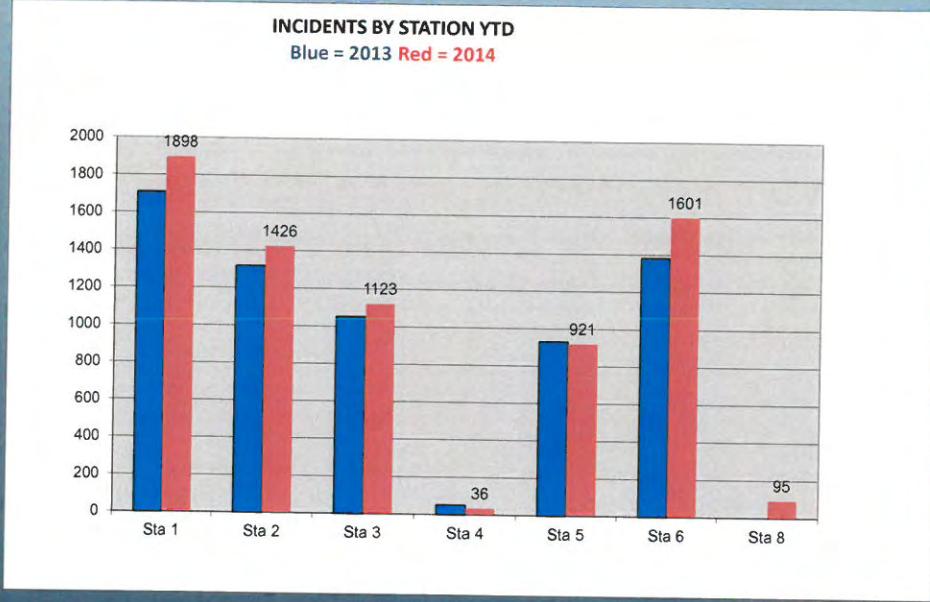
Staying on the path of
SUCCESS ...Good to
Great - Building Enduring
Greatness

Agenda: What we going to cover today...

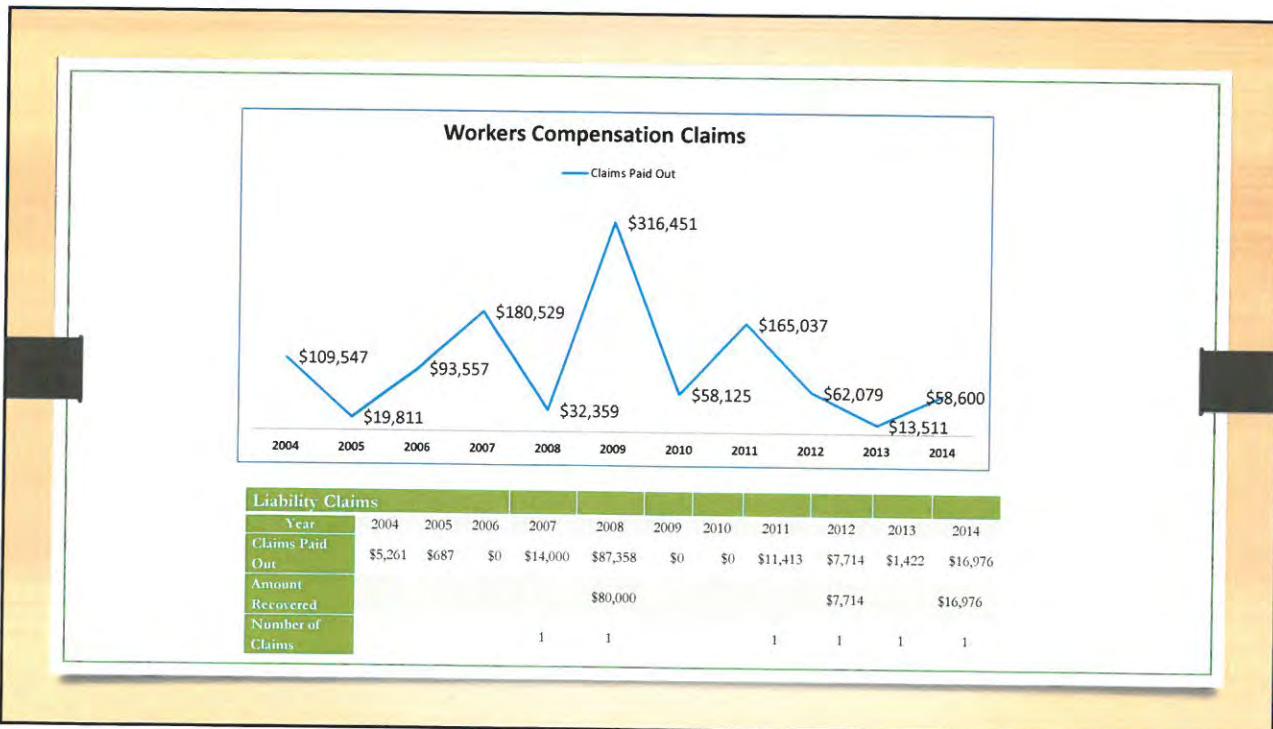
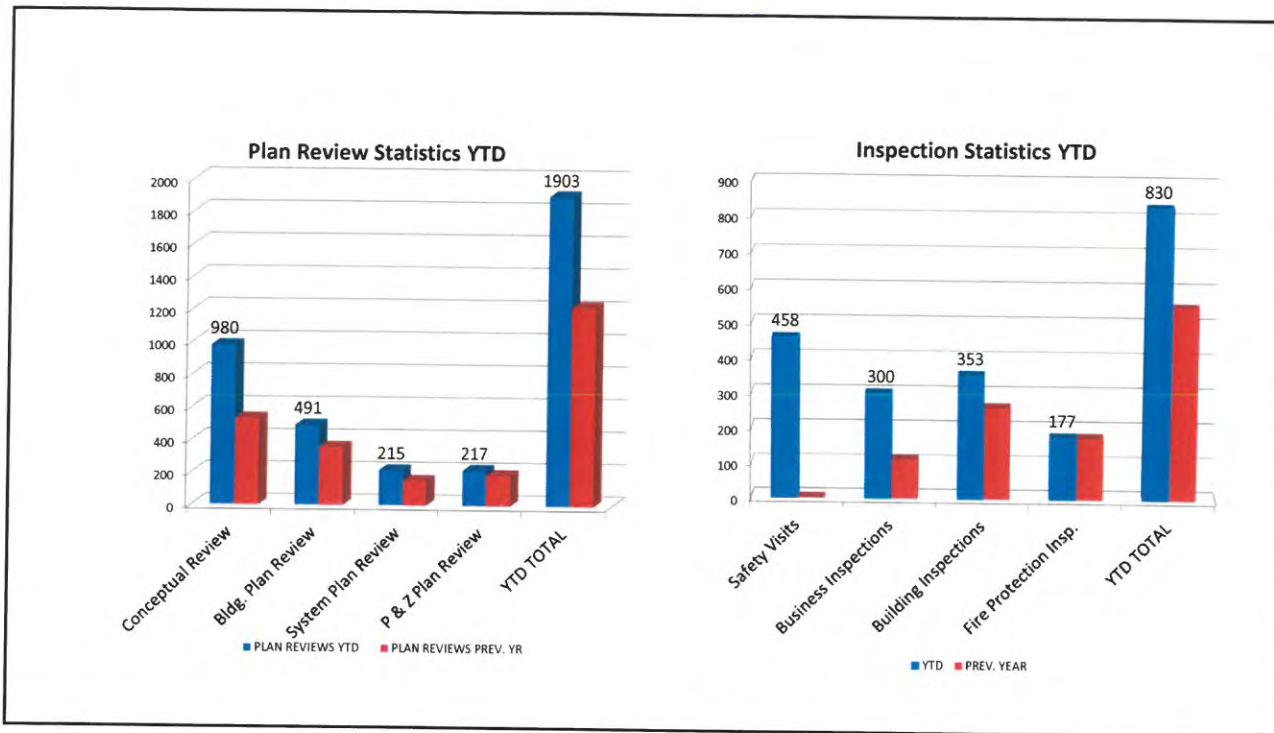
This information is in the Year-End report – we are just hitting the highlights...

- *Chief Miller's first 180 days...*
- 2014 Year-End -a snapshot
- SUCCESS – *the Three E's*
- 2015 – where are we going...
- One thing...Take it Personally.





MUTUAL/AUTO AID STATISTICS YTD				
	Received	Hours	Given	Hours
Fort Collins	50.0	48.5	110.0	58.5
Previous Year	44.0	18.0	150.0	72.0
Berthoud	28.0	36.0	60.0	44.0
Previous Year	20.0	14.0	45.0	30.0
Big Thompson Canyon	8.0	42.5	59.0	98.0
Previous Year	6.0	3.0	53.0	47.0
Windsor	65.0	38.0	36.0	20.0
Previous Year	42.0	16.5	28.0	29.0
Total 2014	151.0	165.0	265.0	220.5
Total Previous Year	112.0	51.5	276.0	178.0





Measure	Historical Comparison			Calculation Method and 2014 City/Rural Detail				
	2012	2013	2014					
Customer Satisfaction	90%	93%	94%	<i>Strongly Agree/Agree that Quality Fire Rescue Services are provided</i> City: 96% Rural: Not Available				
Average Response Times	5:18	5:62	5:69	<i>Dispatch to 1st Arrival; Target 5:59; only have information for the entire service area</i>				
				2012	2013	2014		
				Call to Tone Out	2.36	2.35	2.33	
				Dispatch to Enroute	1.05	1.02	1.06	
				Enroute to Arrival	4.13	4.6	4.63	
Fires Confined to the Room of Origin	70%	60%	79%	<i>Entire Service Area</i>				
Fire Loss Per Capita	\$5.67	\$23.38	\$13.61	<i>Property Loss Divided by Population</i> City: \$17.46 (\$1,256,834/71,985) Rural: \$1.28 (\$28,734/22,500)				
Property Value Saved for each \$1 Loss	\$5.29	\$2.66	\$4.58	<i>Value Saved Divided by Value Lost</i> City: \$4.48 (\$5,628,004/\$1,256,834) Rural: \$8.81 (\$253,977/\$28,734)				
Fire Protection Permits Processing Efficiency	N/A	4.2	5.7	<i>Average days in review cycle - New measure in 2014</i>				
Planning Project Review Efficiency	99%	98%	99%	<i>Plan reviews completed by the target deadline</i>				
Business Safety Inspections	N/A	25	458	<i>Implemented Mid-year 2013</i> City: 458 Rural: 0				
Costs per Capita	\$106.12	\$103.19	\$116.69	<i>2014 Actual Expenditures Times the Governing Partner Share Divided by the Population in that Portion of the</i> City: \$122.70 (\$10,771,101*.82%) / 71,985 Rural: \$97.46 ((\\$10,771,101*.18%) + 254,074) / 22,500				

Strategic Plan Comparative Information Update							
City or Department	2015 Operating Budget	Number of Uniformed Personnel	Population Served	Cost Per Capita	Size of Area by Square Miles	Number of Fire Stations	Number of Firefighters per 1000 Population
Mountain View	\$13,100,000	70	50,000	\$262.00	184.0	8	1.40
Boulder	\$18,150,503	106	102,420	\$177.22	25.8	7	1.04
Cheyenne	\$9,823,309	89	64,800	\$151.59	27.2	5	1.37
Poudre Fire Authority	\$26,283,507	171	192,405	\$136.61	235.0	10	.89
Greeley	\$13,344,183	101	105,048	\$127.03	64.0	6	.96
Longmont	\$11,999,998	84	91,911	\$130.56	21.81	6	.91
LFRA	\$11,896,420	79	94,485	\$125.91	190.0	5	.84
Average	\$14,942,560	100	100,153	\$164.17	160.83	7	1.06
Weighted Average*	\$13,698,221	92	91,733	\$144.60			1.03
Weighted Avg Compared to LFRA				(15%)			(22%)

*as defined by taking out the highest and lowest values to average the remaining departments.

Description	Budget	Actual	Variance
Revenue Generated by LFRA	\$173,420	\$435,999	\$262,579
Partner Contributions	\$11,036,870	\$10,337,681	(\$699,189)
Total Revenue	\$11,210,290	\$10,773,680	(\$436,610)
Expenditure	\$11,210,290	\$10,773,680	\$436,610

2015 BUDGET PERFORMANCE

Excellent, Ethical, Enduring...

2015

LERA THREE E'S

The Three E's – what's that about? An overview...

- Excellent –
 - Mayo Clinic example...

"Leadership is defined by results, not attributes"

Ethical:

- "Acting in accordance with principals of right and wrong – acting with integrity. Paying attention to how results are achieved".
- Questions to ask: Would this violate any of my core beliefs?
- Can I live with this on my conscience?
- How would I feel if this was on the front page of the newspaper?
- What would my family say about this decision?

Enduring:

- "The wagon rests in the winter and the sleigh in the summer – the horse, never" . (Yiddish Proverb)

LFRA - Its not just about achieving excellent results and establishing ethical practices, but making them "endure".

Two dimensions:

Internal – Sustaining people (not burning them out), and maintaining the financial health of the organization.

External – Ensuring appropriate and sustainable levels of resource consumption, while minimizing harm to others.

Autopsy of Success – here's what you said...

<ul style="list-style-type: none"> ▪ A plan ▪ Accountable ▪ Adapt to change ▪ All we know ▪ B/C's ▪ B/C's rock ▪ BEHIND THE SCENES RELATIONSHIPS ▪ Belonged/relationships ▪ Camaraderie ▪ Change (internal) ▪ Challenge ▪ Challenging ▪ CLOSING THE BUILDING (PREV CHIEFS) ▪ Citizens/give back ▪ Collaborating ▪ Commitment/professionalism ▪ Common goals ▪ Community problem solving ▪ COMMUNITY ▪ Consistency of op. ▪ CONTRIBUTIONS/GIFTS ▪ CONTRIBUTIONS/OWNERSHIP ▪ Courage (implementing Blue Card, Station 4, etc.) ▪ Creativity (Renew) & continuous improvement ▪ CULTURE ▪ Different people like ▪ Each other ▪ Embrace change ▪ Empathy ▪ Empowerment ▪ Excitement ▪ Experience ▪ Financial planning ▪ FOCUS/VISION ▪ Forward thinking ▪ Good to great ▪ Good to great ▪ Good to great ▪ Goodifying ▪ Help ▪ Higher purpose ▪ Joy ▪ Leadership ▪ Leadership integrity ▪ Learning/learning ▪ Make it better ▪ Mission/vision ▪ Mission/vision, values ▪ On board with change ▪ Open to change (importance of role) ▪ Others care/are ▪ Ownership ▪ Passion ▪ PASSION ▪ Passionate/PROGRESSIVE ▪ Past chief ▪ Past chief (tough times) ▪ People ▪ Positive ▪ Perfect effort ▪ Professional/comradery ▪ Philosophies of service ▪ Positive impact 	<ul style="list-style-type: none"> ▪ Prev chiefs ▪ Pride ▪ Professional/loyalty ▪ Priority in the main thing ▪ Professionalism ▪ Progress ▪ PROGRESSIVE/STRATEGIC ▪ Purpose, mission, give back ▪ Relationships ▪ Right people where you came from ▪ RIGHT PEOPLE IN THE RIGHT SEATS ▪ Right people on the bus & in the right seats ▪ Self-awareness ▪ SELF AWARENESS ▪ Self-awareness ▪ Self-awareness ▪ SERVANT LEADERSHIP ▪ Small unit leadership ▪ Something different/impact ▪ Spice ▪ Situation development ▪ Support: above and below ▪ TADMUS ▪ Team ▪ TALENT ▪ Team ▪ Teamwork ▪ The Journey ▪ Timing ▪ Timing ▪ TIMING ▪ TIMING ▪ Timing, plan, & attitude ▪ Training ▪ Training ▪ Training/learning ▪ Training/progressive ▪ Trust in vision ▪ Unified command staff ▪ Unity ▪ Unity ▪ Unity ▪ Unity ▪ Unlocking our potential ▪ Unlocking potential ▪ Values ▪ Values – 3 c's and 4 r's ▪ Vision ▪ Vision ▪ Vision/Goal ▪ Vision: team sport ▪ Want to be here ▪ Where else would we want to be
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Autopsy of SUCCESS – “If you don’t know why it’s working when it’s working, you won’t know how to fix it when it’s broke”

- Consistency
- Culture
- Empowered
- Good to Great
- Leadership/Support
- Organizational Spirit
- Open to change
- Past Challenges (where we came from)
- Main Thing
- Mission
- Right People
- Relationships
- Self-Awareness
- Servant Leadership
- Skill Mastery
- TIMING
- Training
- UNITY
- Values
- Vision

Now what?

What do we do to keep our eyes on success?
Now that we have identified some of the “whys”, how do we keep it “**ENDURING**”?

Let's look at what we already know...

- LFRA Vision – Good to Great – Built to last - now, *Enduring Greatness*.
- LFRA Mission – The 4R's – Response, Readiness, Resources, Relationships.
- LFRA Values – the 3 C's – Commitment, Compassion, Courage.
- LFRA WAY – (Culture – we are defining and cultivating)

We still have not answered the question...how do we protect and stay on this path of success?

- The answer lies in our "Shields" – and their integration with *The Three E's...*
- This is how we will continue to define and develop the *LFRA WAY* ...

The Spartan shield...A leader protects the person to their *Left and to their Right*.



As we wrap up, lets review how the Three E's and Six Shields integrate

- The *path* is in the strength of our shields.

Building Enduring Greatness

The Six Shields incorporate the Three E's.

- Self-Awareness and Motivation; manifest as – Excellent
- Humility and Self -Regulation ; manifest as – Ethical
- Empathy and Teamwork; manifest as – Enduring

Let's summarize

- Our Mission, Vision, Values and LFRA WAY is our ETHOS, (character, spirit, culture), and are the reasons we are successful.
- We protect this “path” with our “SHIELDS” knowing intuitively, this will perpetuate Good to Great, building an Excellent, Ethical, Enduring organization...

What's ahead for 2015...?

- Continue developing the LFRA Culture document incorporating what we have discussed today.
- Define our personal core values and purpose...this will be an intentional exercise starting with the Executive staff first, and on from there.
- Accreditation – All Hands
- Fitness “reset”
- LFRA Maturation – this is a significant undertaking...
- Rural Mill Levy
- Station 10/11 land acquisition
- Wildland mitigation challenges
- Succession planning
- Strategic plan update
- Training Center planning
- One sentence Job Descriptions
- Leadership Journey and Paul Callan Leadership Training

***And there will
be more...***

The LFRA Journey - Experience the WAY.

*Continually immerse ourselves in living out our
Mission, Vision, Values...*

Take it personally...

▫ LFRA Board - FRAC - Rural Board; Thank You, for your support...

**YOU, ALONG WITH THE MEMBERS OF LFRA
ARE THE REASON WE ARE SUCCESSFUL...!**

Agenda Item Cover

Item No.: 7

Meeting Date: April 29, 2015

Prepared By: Renee Wheeler, Public Safety Administrative Director



TITLE

Discuss the Status of the Rural District Mill Levy Strategy

EXECUTIVE SUMMARY

The Loveland Rural Fire Protection District Board at their meeting on April 1, 2015 decided to approach the voters in the district for a mill levy increase at the November, 2016 election. The District would participate in the Larimer County coordinated election. The necessary increase in the mill levy is estimated to be 2.761 mills.

BACKGROUND

The Loveland Rural Fire Protection District Board on April 1 reviewed District's ten year financial plan to identify the mill levy increase that will be necessary to meet their commitment to the LFRA Strategic Plan. It is estimated that a 2.761 mill levy increase will be required for collection no later than 2018 to meet the operations and financed capital obligations, as well as maintain an adequate reserve. A discussion ensued on the communication with the electorate, the election timing, administration of the election, and the election law approved by the State Legislature in 2014. Decisions will still need to be made on whether:

- the mill levy increase should be two separate ballot measures (one for operations and one for the debt on the capital) or a single mill levy increase for the total, and
- the mill levy should have a sunset.

The calendar needs to be established to decide the appropriate time to set up a political action committee and meet all the legal provisions of the State's election statute revised in 2014. There has been a discussion about holding separate special meetings to discuss only the progress on mill levy strategy and make any decisions necessary.

STAFF RECOMMENDATION

None

FINANCIAL/ECONOMIC IMPACTS

None

ASSOCIATED STRATEGIC GOALS

All three strategic goals.

ATTACHMENTS

None

Agenda Item Cover

Item No.: 8

Meeting Date: April 29, 2015

Prepared By: Renee Wheeler, Public Safety Administrative Director



TITLE

Discuss Budget Reduction Strategy if Sales Tax on Food for Home Consumption is Eliminated

EXECUTIVE SUMMARY

The City Manager has directed the Fire Chief to submit a \$245,000 budget reduction proposal to incorporate for consideration as his team puts together a \$6.3 million budget reduction proposal for City Council discussion on May 19, 2015. Staff will review the LFRA submittal with the LFRA Board.

BACKGROUND

The City Council has been considering the possibility of eliminating the 3% sales tax on food for home consumption. A variety of options have been discussed. This action is estimated to reduce sales tax revenue in the City's General Fund (the fund that makes the contribution to LFRA) by \$6.3 million. City Council approved an ordinance on first reading that would reduce food tax 1% a year over three years. During the second reading of the ordinance, a concern was raised about the lack of information on the service impact of the revenue reduction. Council will be deciding on: whether a reduction is appropriate, the appropriate percentage reduction, whether the reduction should be staggered over time or all at once, the effective date for the reduction, and whether the action should be an ordinance or a ballot measure. The City Council on April 14, 2015 directed the City Manager to bring a proposal for budget revisions to the meeting on May 19, 2015, and indicated they wanted feedback from all the City's citizen advisory commissions. The Fire Rescue Authority Advisory Commission will consider the LFRA proposal at their meeting on May 13, 2015.

The LFRA staff proposal for consideration by the Board, the advisory commission, City Executive Staff, and City Council is still being refined but will be available at the meeting.

STAFF RECOMMENDATION

The proposal in response to this request will be presented at the LFRA Board meeting.

FINANCIAL/ECONOMIC IMPACTS

Loss of \$245,000

ASSOCIATED STRATEGIC GOALS

Deliver cost effective services.

ATTACHMENTS

None

Agenda Item Cover

Item No.: 9

Meeting Date: April 29, 2015

Prepared By: Renee Wheeler, Public Safety Administrative Director



TITLE

Review Briefing Papers and Correspondence

EXECUTIVE SUMMARY

The Chief's report includes a variety of general updates.

- March Overview
- Elks Firefighter of the Year
- Grants Submitted
- LFRA Maturation
- LFRA Twitter
- Reappropriation of 2014 Budget Savings
- City Council Action to Change the Fire Code Board of Appeals and Dissolve the City's Fire Rescue Advisory Commission for LFRA Board Appointment
- Part Time Emergency Management Position
- Rural Fire District Mill Levy Election
- Operations Division Highlights
- Community Safety Division Highlights
- Office of Emergency Management Highlights

BACKGROUND

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

In an effort to streamline the monthly report writing and ensure that all governing boards are receiving the same information at the same time, in January staff began a procedure of distributing the monthly report electronically by the first week of the following month. The report for the previous month is retained in the LFRA Board packet for the official public record and to offer a placeholder on the LFRA Board meeting agenda to field any questions the Board may have on information included in the report. Therefore, this agenda includes the March monthly report that was electronically distributed to all governing board members (LFRA, City and Rural District) by March 27, 2015. The April report will be distributed electronically by the first week in April.

STAFF RECOMMENDATION

N/A

FINANCIAL/ECONOMIC IMPACTS

N/A

ASSOCIATED STRATEGIC GOALS

N/A

ATTACHMENTS

- Fire Chief's Monthly Report
- Letters & Articles
- March Statistics



Loveland Fire Rescue Authority

March 2015 Month-End Report

Fire-Rescue Administrative Division

Chief Mark Miller and Public Safety Administrative Director Renee Wheeler

March 2015 overview –

Well, *Spring* is upon us, and so is the Wildfire season. However, in reality, there really is no “season” anymore. Unfortunately, it seems we are have wildfires occur throughout the year, regardless of the season. As such, we are busy preparing; completing our wildland refresher training, physical ability testing, fire shelter deployment training, and red card certification.

Highlights of the March report include; Elks Firefighter of the Year Award; grant submission; LFRA maturation update; Twitter; carry over/roll over processing; Council agenda items (FRAC/Appeals Board); part-time position for Emergency Management; development of a strategy for a Rural Mill Levy election process.

Elks Firefighter of the Year Award –

Lieutenant Vance Stolz received the Elks Firefighter of the Year award at their recent ceremony on March 22nd. Lt. Stolz was chosen due to his tireless work as project manager and committee leader for the design and construction of the new LFRA Tower 6, a 100 foot aerial ladder platform that we took delivery of in February. It is a beautiful piece of apparatus, but more importantly, it will significantly improve our abilities to operate at high rise structures, perform roof ventilation, specialty rescue, etc. We are quite proud of it and the work of the entire committee in their year-long efforts to bring this project to fruition. *Congratulations, Vance!*

Grants Submitted –

Business Services Coordinator Roylene Sterkel, and Deputy Fire Marshal Scott Pringle prepared and submitted a \$3,978 foundation grant to buy smoke detectors to give out to those in need within the community. Our smoke alarm program has proven to be extremely successful and we have been able to distribute free smoke alarms to those on need for several years. As such, we are nearing the end of our current supply, so we are hopeful this grant will be approved.

LFRA Maturation –

In our on-going process to bring the LFRA to full maturation, we have entered into an engagement agreement with outside legal representation to assist with some of the more complex matters. Dino Ross, of Ireland Stapleton, will be assisting in special circumstances, and we have assigned a workgroup to work with Dino in dealing with complicated matters such as converting all current fire department employees’ to work directly under the Authority. Additionally, we will be moving all apparatus and facilities under the Authority as well, as the maturation progresses. This process is arduous and time consuming, yet we hope to bring it completion by late fall of 2015.

LFRA Twitter -

LFRA has created a Twitter account as part of our plan to ramp up our social media presence. We already have many followers and plan to be active Tweeters! Follow us on Twitter; @LovelandFRA.

Carryover/Rollover Supplemental Budget Processing -

We have presented our carryover/rollover supplemental to the LFRA Board and the Rural Fire Protection District Board and both entities have approved as submitted. It was presented as a resolution to approve the LFRA supplemental budget per our IGA, at the March 17th City Council meeting and will be included with the entire City carry over/rollover ordinance in April. Renee Wheeler has put together a detailed justification as to why we had carryover funds and how we will use these funds once final approval is received. Excellent job Renee!

City Council Agenda Items -

Two items went before City Council on March 17 for first reading; one, regarding an Ordinance amending the City Code to appoint the current members of the Loveland Fire Rescue Advisory Commission to the Loveland Fire Rescue Authority and Dissolve the City Commission. And the second, an administrative action to consider an ordinance to recommend to City Council that a new fire code board of appeals be established with LFRA Board members. The Fire Rescue Advisory Commission currently serves in this capacity (per Loveland Municipal Code 15.04.150). The Fire Authority Board recommends that Appeals Board be comprised of at least three LFRA Board members, provided that one of the members present is from the Rural District. City Council approved this action on first reading March 17, 2015, and both items are up for second reading at the April 7, 2015 Council meeting.

Part-time Emergency Management position -

LFRA is finalizing the job description and scope to hire a part-time emergency management position to focus specifically on researching, organizing, and writing a variety of emergency plans and procedures. This position will be temporary, and funded through an emergency management grant. Additionally, the position will assist in the development, design, conduct, and evaluation of emergency and disaster exercises.

Rural Fire District Mil Levy election -

Staff has begun working to develop a strategy for the possibility of holding a Mill Levy election in 2016 to increase the funding stream into the Rural Fire Protection District. Renee Wheeler has updated the Rural District Financial Plan for determining the mill levy that will be required and special meetings are beginning to bring a proposed process back to the Rural Board for consideration.

Fire-Rescue Operations Division

Division Chief Greg Ward

March 2015

Significant Events / Training

- Completed hiring / promotional processes - congratulations to,
 - Nate Will – Engineer
 - Bryan Clark – Training Lieutenant (rotational position)
- LFRA hosted a weekend with Dr. Richard Gasaway, who spoke to responders from Northern Colorado and Southern Wyoming about situational awareness in stressful emergency response situations. Over 40 LFRA personnel attended the course!
- West Metro (Lakewood, Colorado) Fire Rescue conducted a day of training for the Tower 6 Captains and Engineers, the training was based on the experience that West Metro has had operating apparatus with similar capabilities to LFRA's new Tower 6. The relationship with West Metro was built through the Blue Card Command Certification Program, LFRA was instrumental in getting West Metro started into the program.

Training Center Utilization

Front Range Fire Authority Aims Community College Fire Academy
 Thompson Valley EMS

Significant Incidents

- LFRA responded to a detached garage fire on East 4th Street, the garage had been converted to a small apartment. First arriving Engine 1 found the building fully involved in fire upon arriving on scene. The fire was contained to the building of origin.
- Engine 1 arrived first due at a residential duplex fire on Birkley Court. The fire was contained to the kitchen area of one unit. One occupant of the duplex was evaluated by TVEMS for smoke inhalation, he was not transported for further evaluation. The damage to the unit was significant enough that the occupants could not return to the home, the American Red Cross assisted with temporary housing.
- Crews responded to a wind driven wildland fire on North County Road 27, the incident was upgraded to a 2nd alarm due to the potential of fire spread, the fire was contained to approximately 1.5 acres. Most of the 2nd alarm resources were cancelled before arriving on scene. LFRA, LFRA Canyon Battalion, Larimer County Emergency Services and the Poudre Fire Authority assisted with fighting the fire.

Apparatus Updates

- Ladder 6 refurbishment project, the aerial ladder has been removed by Smeal Fire Apparatus (Snyder, Nebraska) and is in the process of being updated and repainted, while the truck is in Denver having the suspension replaced. The target for completion of the entire project is late August/early September.



Detached Garage Fire – East 4th Street



Duplex Fire – Birkley Court



County Road 27 Wildland Fire

Interagency Board – Active Shooter Response Summit – May 16-20, 2015 – Charlotte, North Carolina
Battalion Chief Michael Cerovski

Loveland Representatives:

Michael Cerovski, Battalion Chief - LFRA
Eric Klaas, Captain - LFRA
Mike Larson, Captain - TVEMS
Brent Newbanks, Lieutenant - LPD
Phil Metzler, Sergeant - LPD

Participating Agencies – Invitation Only

Loveland PD and FIRE – Loveland, CO
Montclair PD - Montclair, NJ
Denver PD and Health – Denver, CO
London Fire Brigade – London, UK
New York PD and FIRE – New York, NY
Philadelphia PD and FIRE - Philadelphia, PA
Arlington PD and FIRE – Arlington, VA
Charlotte PD and FIRE – Charlotte, NC
Texas State University – Texas
Las Vegas PD and FIRE – Las Vegas, NV
Seattle PD and FIRE – Seattle Washington
Los Angeles PD and FIRE – Los Angeles, CA
IAB Special Project Group – Maryland

What:

The IAB was founded in 1998 by the Department of Defense's Consequence Management Program Integration Office and the Department of Justice's Federal Bureau of Investigation Weapons of Mass Destruction Countermeasures. One area of focus for the IAB is the coordinated efforts of multi-agency / discipline response to a variety of complex incidents such as active shooter incidents.

Summary:

Personnel from the Loveland Fire Rescue Authority and Loveland Police Department were invited to participate with the IAB Special Project Group assigned to the development of standardized procedures and coordinated action to an 'active shooter' event in the United States. This group is largely made of very large metropolitan cities across the United States. Loveland was invited to participate in these discussions because of the demonstrated interagency coordination between police, fire and EMS response agencies. Loveland was the smallest group of agencies in the room last week.

Loveland Police Department, Loveland Fire Rescue Authority and Thompson Valley EMS presented an overview of the Loveland Communities multi-agency response to active assailant incidents; as well as the integration of Fire / Rescue and EMS resources assigned to assist LPD in tactical response to hostage rescue, barricade, and warrant service response with the LPD SWAT Team. Many organizations across the United States do not share the unique, integrated and collaborative relationship that exists in the Loveland Community. Loveland showcased the following key concepts with the IAB Active Shooter Summit:

- Active Shooter incidents are identified in the Loveland Community as Active Assailant Incidents – due to the variety of weapons and strategies employed by the individual or individuals intending harm on innocent civilians. This concept allows emergency response agencies to be better prepared for ANY kind of actively involved assailant activity.

- The Active Assailant Memorandum of Understanding was presented at the IAB Summit to illustrate a strategic focus of how agencies will interact; and what is required for successful integration of varied disciplines for a response to an active assailant incident. We are aware this document is still processing through signatures / final approvals.
- The deployment, training and readiness of street fire resources and personnel with ballistic armor specifically designed for rescue of injured civilians in an active assailant incident of any size to a casualty collection point for triage, care and transport by ALS partners.
- Use of Fire / Rescue resources and personnel in a tactical environment supporting law enforcement tactical response; at this IAB Summit; we could not identify any organization that was as organized or embedded in tactical fire operations for any kind of law enforcement tactical response. LFRA TVEMS and LPD enjoy a strong tactical working relationship with TACFIRE since 2006 – approaching 10 years.
- Integration of regular training between LPD, TVEMS and LFRA for tactical training as well as defensive tactics training.

The IAB executive leadership identified the work done in Loveland as a potential hallmark for collaboration and integration in average size / small communities. We may be asked to continue to interact with the IAB in the continued development of standardized procedures and model behaviors for active assailant type incidents as well as tactical fire resources and personnel in support of law enforcement tactical response.



Community Safety Division

Division Chief, Ned Sparks

March, 2015

Update/overview of division, significant programs and projects (Ned):

- ❖ The City of Loveland permitting center continues to be discussed with a draft operational plan that was reviewed with the City of Loveland Executive Leadership. Belford-Watkins has developed concepts for funding to alter the building in 2015.
- ❖ The Building Department and Fire Authority continue to collaborate on plan review to ensure reviews are receiving quick turnaround and minimum delays for development.
- ❖ Ned - Assisted with the assessment process to replace the vacant CBO position. The position should be filled by mid-April.
- ❖ Review of the fees charged in the Rural Fire Protection District and verified that the Larimer County Commissioners do not have ratify the fees. The 2006 Fire Code allows the Rural District to set its fees.
- ❖ Working with Lincoln Hotel to make sure the targets are completed timely and on track for completion with in the contract stipulations – both contractors and owner.
- ❖ Attended IFC code 2015 update class- Carie, Ingrid, Ty, and Ned.

ISO and Accreditation (Ty):

- ✓ ISO EVALUATION - Updated info for Manny on BTCVFD organization, area, officers, training, etc. Waiting for information from Manny. Mike's anticipated score is 82.18 (up from 62.12 at last evaluation)
- ✓ DATA ANALYSIS/ACCREDITATION - Entered info from completed officer surveys (11 received so far) Lots of work on Community Risk & Emergency Service Assessment document (141 pages so far)
- ✓ INSPECTIONS
Helping Carie to resolve old permits that never received final inspections from LFRA
Received assignment to work on updating alarm panel graphic maps at City facilities
Coordinated March inspections for liquor license renewal

Significant Building Plan Reviews, Special Events and Inspection (Carie and Ingrid):

- Ingrid obtained and Carie renewed state fire-suppression inspector certification
- Began sprinkler and standpipe inspections on several large projects, such as Strategic Behavioral Hospital in Johnstown, and ArtSpace and Value Plastics in CoL
- Issued fire-sprinkler permit for Lincoln Hotel, and created partnership with Economic Development to assist the owner in meeting agreements with the City
- DRT consultant workshop for team building.
- Attended a meeting in Fort Collins with all area water districts and PFA and LFRA fire representatives
- Helped assist Loveland Classical Schools with finding an alternate location for 55 of their students and a handful of staff. They have outgrown their facility, and need an emergency placement for a year. Been helping assess different places; met last week with state officials and architect to evaluate potential building to rent.
- Almost through planning approval for Van De Water shopping center buildings, just north of Lowes, south of Eisenhower. Two buildings...some restaurants, maybe furniture store, etc.
- Bronze services has resubmitted site plan for their addition to foundry. Slightly different layout/ with breezeway connection to building.
- Map storage signed off and in business for self-storage, up Eisenhower before canyon
- Sprouts site plan is just about through approval
- Bass pro came for first round of building permit; corrections needed with a resubmittal to review.

- Proposed projects over by airport area/ centerra area (landscape businesses, hotels, storage facilities, etc)
- Finished the Edge permit....series of apartments, one for veterans (Loveland housing authority)
- Assisting Arcadia opera house, *lots of surprise conditions, physical limitations in building*
- Assist with Building plan reviewer interview process
- Assisting architects with fire code corrections; why they have to do them...explaining requirements.

Training & Public Education (Scott):

- 2 new general business fire safety inspections
- 2 new hazmat fire safety inspections
- 7 school and business follow-up (compliance) visits
- 5 hazmat permit renewals
- 3 car seat inspection/installations
- 10 burn permits
- 1 pyrotechnics permit
- 6 Safety Lessons Activity Book presentations
- Book reading for kids at The Egg & I
- Fire extinguishers and fire safety training for LHS Robotics Club
- Attended FLSEC meeting in Parker
- Attended Colorado Children's Day planning committee meeting
- Distributed street closure letters to 3rd St residents about CCD
- Safety Sam and assistance with Fire Safety Trailer at Colorado Children's Day event
- Conducted 2 BEC event standbys
- Completed 1 CoL University training session
- BEC event standby scheduling (and re-scheduled of dropped shifts)
- Completed 2 EMT CEU webinars
- Annual fitness assessment at CSU HPL

👉 Thursday Children's Day – March 19th, excellent work Deputy Fire Marshal Scott Pringle as "Safety Sam"

👉 Captain Mialy making contact with several hundred people about 911 cell sign up for emergency notification

👉 Big T Canyon Firefighters at the Safety Trailer - Mark Svoboda, Matt Svoboda and John Miller (PTFF) over 100 children and adults went through the prop. Each demo takes about 15 minutes in three stages. Thank you all for your work at the event and the lives you touched!





Office of Emergency Management – March 2015 Activities Report

Flood Recovery

- On-going city recovery planning meetings
- Attended LTRG meeting

Operations and Maintenance

- Forwarded MCV user guide program to Lt. Willson
- Met with Lt. Willson and conducted pass down of MCV operations (1 of 2)
- Met with John Burns & Shane Adamson ref digital switcher for EOC
- Attended EOC communications upgrade meeting with Gilbert & Wheeler
- Facilitated discussion (on behalf of Gilbert) for the move of Storm Water and Colt equipment from the FAB tower to the LPD tower
- Meeting scheduled with volunteer Sam to assign him several planning tasks
- Met with vendor for EOC network infrastructure planning

Planning and Documentation

- Met with Tom & Lisa for emergency communications & public info plan (ESF 15)
- Attended command staff meeting
- Met with Mike Hickerson of ARES ref Skywarn Network notification procedure development for fast moving events
- Attended county-wide communications meeting for 800 MHz system
- Participated in State of Colorado resource mobilization/resource ordering workshop
- Attended US Pro Cycle Challenge planning meeting
- Met with counterparts in FC and Larimer Co to develop OEM strategies
- Attended Larimer County Emergency Manager's meeting
- Working with Tree to get the DERA document revised with Larimer County

Emergency Preparedness Relationships

- Assisted with creating MCR's & MMC's HVA documents
- Met with MMC chief operations officer for OEM relationship
- Worked with Howard at BOR & Chief Smith for Penstock inspection pre-planning
- Facilitated the entry of GPS points in CAD notes for BOR sites
- Appointed as interim chair for NEAHR executive board (was Co-chair)

Grants

- Provided document to Renee for OEM mandates & activities by Feds & State as requested by Finance Dept.
- Met with McDaniel & Newbanks ref SHSG and local needs

Training and Public Outreach

- Participated in Children's day at OEM booth and other duties
- Provided Severe Weather Safety class for P&R

Training Received

- Attended final LEAD Loveland class and graduated
- Attended telephone & voicemail training for Avaya system
- Completed 1 CoL University class

Exercises

- Participated in MMC's 96 hour sustainability exercise

Other

- Created job description for contract labor position (EM planner)
- Created OEM qualification & Training Matrix
- Attended the city picnic planning meeting
- Created EOC activation triggers for LFRA for Capt. Lyons



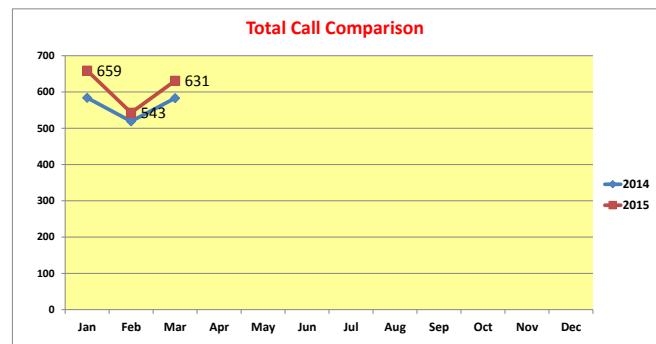
LOVELAND FIRE RESCUE AUTHORITY - Operations Division

March, 2015

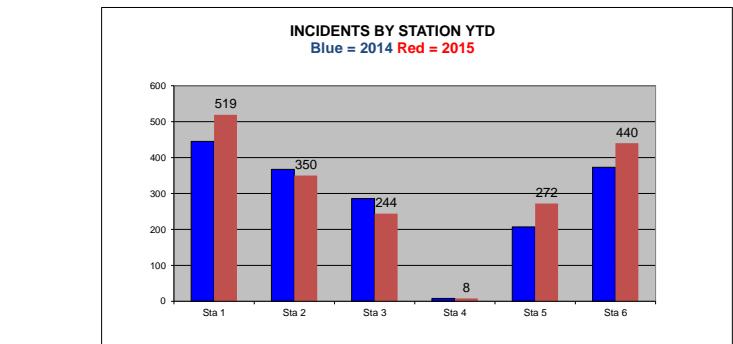
116 of 119

CALL INFORMATION					
INCIDENT TYPE	CITY	RURAL	MO. TOTAL	YTD	%
Structure Fire (Residential)	2	0	2	7	
Structure Fire (Commercial)	0	0	0	1	
Vehicle Fire	1	2	3	6	
Grass/Wildland Fire	4	3	7	9	
Smoke/Odor Investigation	3	1	4	21	
Fire Alarm	36	4	40	120	
Other Fire	12	11	23	57	
Total Fire Related	58	21	79	221	12%
Total Medical (EMS)	337	22	359	1,041	57%
Motor Vehicle Accident	28	21	49	148	
Hazmat	9	3	12	38	
Water/Ice Rescue	0	0	0	0	
Animal Rescue	2	0	2	5	
Carbon Monoxide	10	1	11	43	
Public Asst. (Service)	31	9	40	119	
Asst. P.D.	9	2	11	29	
Cancelled Enroute	31	12	43	136	
No Incident Found	10	7	17	37	
Standby	2	0	2	6	
Airport Standby	6	0	6	10	
Airport Emergency	0	0	0	0	
Total Miscellaneous	138	55	193	571	31%
Month-End Total	533	98	631		
Year Cumulative	1,537	296		1,833	
Percentage YTD	84%	16%			1,686

Average Response Times YTD in Minutes	Prev. Year	Fire Confined to Room of Origin	Previous Year
Call to Tone Out	2.01	2.15	80%
Dispatch to Enroute	0.97	1.08	
Enroute to 1st Arrival	4.98	3.32	
Average on Scene	18.73	13.78	



MUTUAL/AUTO AID STATISTICS YTD				
	Received	Hours	Given	Hours
Fort Collins	8	3	33	14
Previous Year	11	5.5	36	12.5
Berthoud	1	1	4	1.5
Previous Year	3	1.5	2	1.5
Windsor	18	5.5	6	3
Previous Year	17	7	8	3
Johnstown	5	3.5	6	4
Estes Park	0	0	0	0
Previous Year Totals	31	14	46	17
YTD TOTALS	32	13	49	22.5



Training & Reserve	Hrs/Month	Hrs/Prev Month	Hrs/Prev Yr.	Hrs/Year to Date
Shift	1,477.50	886.00	3,361.00	3,357.50
Reservist	64.75	85.50	124.00	167.75
Admin	70.50	101.50	296.25	212.00
Total	1,612.75	1,073.00	4,064.00	3,737.25
Reservist Shift Hours	331.50	399.00	1,004.50	1,148.25

	Specialized Disciplines Training			
	YTD Courses	Prev. Yr. Courses	YTD Hrs.	Previous Yr. Hrs.
Collapse	6	4	6	16
Rope	28	5	32.5	13.75
Confined Space	21	3	13.5	4
Search/Rescue	4	0	5.5	0
Water	17	10	21.5	17
TAC	5	0	14.5	0
Hazmat	10	1	10.25	2
Animal Rescue	2	NA	1.25	NA
Wildland	169	111	434.8	209
YTD TOTALS	262	134	539.8	261.75

LOSS/SAVE INFORMATION				
Type of Fire	City		Rural	
	Loss	Save	Loss	Save
Residential Structure	\$ 32,297	\$ 300,000	\$ -	\$ -
Commercial Structure	\$ -	\$ -	\$ -	\$ -
Other Fires	\$ 200	\$ -	\$ -	\$ -
Month Total	\$ 32,497	\$ 300,000	\$ -	\$ -
Year Cumulative	\$ 185,941	\$ 3,335,914	\$ 18,839	\$ -



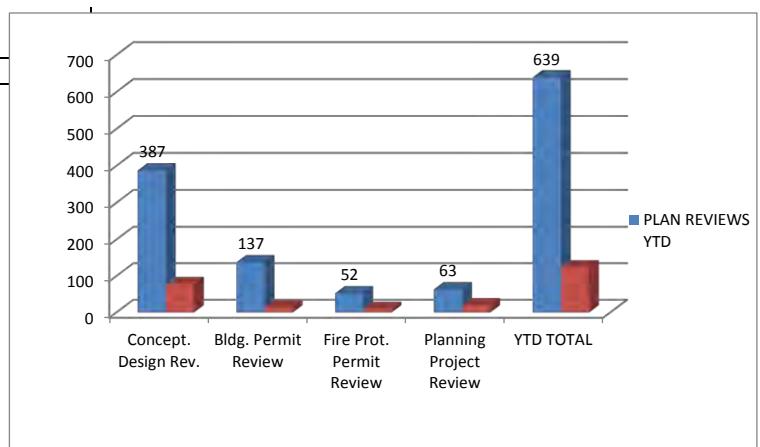
LOVELAND FIRE RESCUE AUTHORITY - Community Safety Division

March, 2015

DEVELOPMENT REVIEW STATISTICS

	City	County	Johnstown	Totals	Hours
Conceptual Design Reviews	159	0	0	159	61
Previous Month	135	1	2	138	90
Previous Year	68	1	N/A	69	42.5
YTD Total	381	3	3	387	208.5
Building Permit Reviews	57	2	1	60	92
Previous Month	39	2	0	41	82
Previous Year	31	0	N/A	31	60
YTD Total	130	5	1	137	246
Fire Protection Permit Reviews	16	1	6	23	24
Previous Month	7	0	2	9	14
Previous Year	17	0	N/A	17	16
YTD Total	40	1	11	52	44
Planning Project Reviews	24	3	0	27	54
Previous Month	16	1	2	19	38
Previous Year	20	0	N/A	20	40
YTD Total	55	5	3	63	189
TOTAL REVIEWS YTD	606	14	18	639	
Previous Year	350	16	N/A	366	

CSD Development Review YTD



Planning & Building Check-Ins YTD 141 35 hrs.

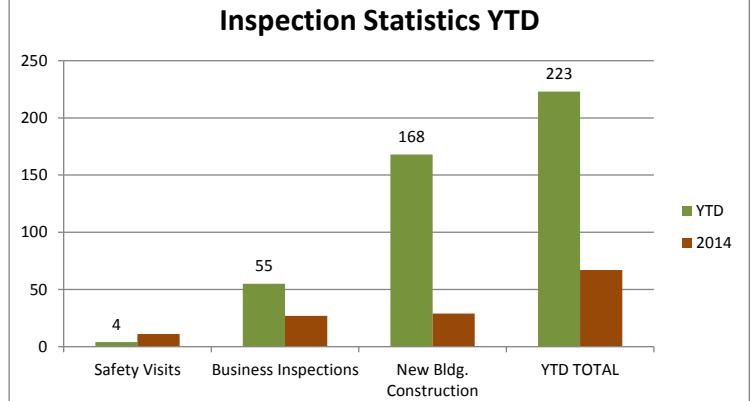
Fire Protection Permits Average days in review - 5.3 days
Percent within goal time - 100% in March

INSPECTION STATISTICS

	City	Rural	Total	Hours
Eng. Co. Safety Visit*	4	0	4	2
Safety Re-Visit	7	4	11	9.5
Business Inspections	25	0	25	15.25
Previous Month	7	3	10	10
Previous Year	21	1	22	40.5
YTD Total	45	10	55	49.25
New Bldg./Fire Protection	42	7	49	76
Previous Month	55	8	63	94.5
Previous Year	11	0	11	15
YTD Total	145	23	168	254.5
TOTAL INSPECTIONS YTD	190	33	223	
Previous Year	152	14	166	

*Engine Company Safety Visits are not included in YTD Totals

Inspection Statistics YTD



YTD Total does not include Eng. Co. Safety Visits

CSD OTHER ACTIVITIES

	City	Rural	Hours	Mo. Total	Prev. Mo.	Prev. Yr.	YTD Total
Hazmat Permits	8	0	6	8	13	20	34
Tents/Special Events	3	0	0.75	3	0	3	4
Burn Permits Issued	0	22	3.5	22	13	41	51
Investigations	11	10	20	21	7	10	41
Service Call/Complaints	6	0	3.8	6	2	13	10
Car Seats Installed	16	0	8	16	15	40	47
YFS Program	0	0	0	0	0	2	0
Public Education Events	15	0	17	15	15	17	39
Total Pub. Ed. Contacts	615	0	N/A	615	323	619	1,180

Highlights/Projects

- *DRT Workshop Consultant Training
- *Building Plans Examiner Interview & Process Mtg.
- *ICC Classes
- *Lincoln Hotel Fire Sprinkler Meetings
- *12 Site Visits
- *Attended FLSEC Meeting in Parker
- *Children's Day Meetings & Event
- *Strap & Snap Program Scheduling
- *Interview w/ Reporter Herald for fire safety articles



Search

**Marcy Parker** reviewed **Loveland Fire Rescue Authority** — 5★

13 hours ago ·

Hi I just wanted to send a thank you from Sydney Australia. So Skype'd my mum in Colorado today. I want to say a massive thank you to the men and women of the Loveland Fire Rescue Authority , My mums car stalled and she could not get it started, on a very busy road, while she was on her way to an appointment on Thursday, near the Station house on 3070 West 29th street. Not only did all of the fire and rescue team on duty come out to stop traffic, they made sure that she and her car were safely off the busy road, made sure calmed down, her car was looked after and towed to her mechanic. Then Captain Greg Gilbert and his team made sure that she not only made it to her pre-op appointment for Surgery that will alleviate pain she has been in for a year, but they let the receptionist know she was there. Do to circumstances I cannot be there with my mum but I want to thank you from the bottom of my heart for the care above and beyond that you have extended to my mum. You are truly great people . Thank you



Comment as Loveland Fire...



Post



News Feed



Requests



Messenger



Notifications



More

Agenda Item Cover

Item No.: 10

Meeting Date: April 29, 2015

Prepared By: Renee Wheeler, Public Safety Administrative Director



TITLE

Executive Session Concerning the 6-month Evaluation of the Fire Chief

EXECUTIVE SUMMARY

The Board provided feedback to the City's Human Resources Director and met in executive session on April 22, 2015 to discuss and consolidate board member feedback for the Fire Chief's six month evaluation. An executive session will be held at this meeting for the purpose discussing that consolidated evaluation with the Fire Chief.

BACKGROUND

An executive session pursuant to the LFRA Bylaws will be held for the purpose of:

- 1) discussing personnel matters to include review, evaluation, deliberation, and discussion and provide the City Manager with direction regarding the six month evaluation of the Fire Chief, as authorized by CRS § 24-6-402(4)(f) and Charter Section 4-4(c)(5); and
- 2) considering and discussing documents and materials related to these personnel matters that are not subject to public inspection under the Colorado Open Records Act, as authorized by CRS § 24-6-402(4)(g) and Charter Section 4-4(c)(6).

STAFF RECOMMENDATION

None

FINANCIAL/ECONOMIC IMPACTS

Potential probationary raise

ASSOCIATED STRATEGIC GOALS

N/A

ATTACHMENTS

None