

## Loveland Fire Rescue Authority Board Meeting



**Station 2  
3070 W. 29<sup>th</sup> Street  
Community Room  
Loveland, Colorado 80537  
Wednesday, July 29, 2015**

**1:00 PM**

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2 of 91

**Loveland Fire Rescue Authority (LFRA) Board Meeting Agenda**  
Station 2, 3070 W 29<sup>th</sup> Street  
Community Room  
Loveland, Colorado 80537  
Wednesday, July 29, 2015  
1:00 PM

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

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**AWARDS AND PRESENTATIONS - FIRE CHIEF'S DISTINGUISHED MERIT AWARD TO STEVEN DEINES**

**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 June 24, 2015 Regular Board Meeting.
2. Consider a resolution to approve the Loveland Fire Rescue Authority Commissions Handbook.
3. A Resolution Approving A Supplemental Budget to the 2015 Loveland Fire Rescue Authority Budget for Additional Funding from a Federal Community Development Block Grant – Disaster Recovery Grant to Complete a Mitigation Strategy And Master Plan.

**End of Consent Agenda**



3 of 91

**Loveland Fire Rescue Authority (LFRA) Board Meeting Agenda**  
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**REGULAR AGENDA**

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

4. 2016 Fees Approval
5. 2016 Budget Adoption
6. Review Briefing Papers and Correspondence
  - a. Chief's Report
  - b. Letters
  - c. June Statistics
7. Review of Draft Employee Conversion Documents
8. Board Member New Business/Feedback
9. Any Other Business for Board Consideration
10. Executive session pursuant to C.R.S. 24-6-402(4)(b) and (e) to receive advice of legal counsel and to discuss a matter subject to negotiation

The purpose of the Executive Session is to discuss personnel matters specific to the Chief's employment contract, discuss a legal services proposal between the City and LFRA and to receive legal advice with respect to said matters.

**ADJOURN**



## Agenda Item Cover

Item No.: 1

Meeting Date: July 29, 2015

Prepared By: Renee Wheeler, Public Safety Administrative Director

### TITLE

Consider the Minutes from the June 24, 2015 Loveland Fire Rescue Authority (LFRA) Regular Board Meeting

### EXECUTIVE SUMMARY

The attached documents, prepared by Roylene Sterkel, are a record of the June 24, 2015 regular meeting of the LFRA Board. The June 24, 2015 document details the discussions at the meeting including: the consent agenda (minutes), a presentation from Matt Branch of the State of Colorado Division of Fire Prevention and Control on advanced technology aerial firefighting, a presentation from Erin Berry and Kristin Owen on the City of Loveland Communications Center (dispatch), the Chief's report, and an executive session on personnel matters and legal services.

### BACKGROUND

Standard meeting protocol

### STAFF RECOMMENDATION

Approve as written

### FINANCIAL/ECONOMIC IMPACTS

N/A

### ASSOCIATED STRATEGIC GOALS

N/A

### ATTACHMENTS

June 24, 2015 Minutes



Loveland Rural  
Fire Protection  
District

## Fire & Rescue Authority Board Meeting Minutes Wednesday, June 24, 2015

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### **Members Present:**

Board Chair Jeff Swanty  
Fire Chief Mark Miller  
City Manager Bill Cahill  
Assistant City Attorney Tree Ablao  
Rural Board Secretary Greg White  
Public Safety Admin. Dir. Renee Wheeler

Councilor John Fogle  
Mayor Cecil Gutierrez  
Rural Board President Dave Legits  
Division Chief Ned Sparks  
BSC Roylene Sterkel

### **Members Absent:**

BC Greg Ward

### **Visitors:**

Communications Specialist Kristen Owen  
Communications Specialist Erin Berry  
Attorney Emily Powell  
Attorney Dino Ross  
FRAC Vice-Chairman Bob Boggio  
Mike McKenna  
BC Tim Smith  
BC Jason Starck  
Captain Greg Gilbert

### **Call to Order:**

Chairman Swanty called the Fire & Rescue Authority Board meeting to order on the above date at 1:00 p.m.

### **Public Comment:**

None

### **Consent Agenda:**

1. Consider the minutes from the Loveland Fire Rescue Authority Board for the May 27, 2015 5 Regular Board Meeting.

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

## Regular Agenda:

### **2. Presentation from the Division of Fire Prevention and Control on Advanced Technology Aerial Firefighting.**

Chief Miller introduced Matt Branch as the Northeast Regional Fire Management Officer with the Division of Fire Prevention and Control. Mr. Branch said that he is responsible for 11 counties in Colorado. One of his duties is to aid with technical support for any event that his assistance is requested. He talked about the apparatus that is available locally if needed. He did a presentation about the State of Colorado's Multi-Mission Aircraft (MMA) program. The primary mission of the program is to provide near real time information to ground forces during initial attack on wildfires. The aircraft is available free to agencies for the 1<sup>st</sup> operational period by calling 303-279-8855. There may be a charge if the aircraft is needed for an extended period of time.

Mr. Branch also talked about the Colorado Wildfire Information System (CO-WIMS) which is a mapping database that displays incident images and details to local fire manager through a web based application. The software is available throughout the state and is free of charge to agencies.

Chief Miller talked about how fortunate we are to have this capability available to us.

Mr. Branch said that the Division of Fire Prevention and Control has 109 FTE's with about 1/2 of those being with the inspection division. There are ten Fire Management Officers in the State of Colorado.

### **3. Presentation from the City of Loveland Communications Center.**

Communications Specialist Kristen Owen and Erin Berry talked about the 2011 remodel of the Communication Center which is now considered state-of-the-art. There are eight consoles in the Center with two more located in the CEOC area. Dispatch covers 256 sq. miles and approximately 270,000 people. The Loveland Emergency Communications Center is 1 of only 166 accredited centers worldwide. The Center was one of the first communication centers in the area to take 9-1-1 text messages. Kristin and Erin shared a Power Point presentation summarizing how they handle all the different types of calls that come in and played some video of actual calls into dispatch.

Chief Miller said that the dispatchers are the "un-sung heroes" for emergency services. City Manager Cahill spoke highly of the work that our dispatchers do every day.

### **4. Review Briefing Papers and Correspondence.**

- Chief Miller reported that the Fire Authorities social media outlets have increased visitors significantly with the period between June 1-7 having an outreach of 240,000 and engaged 44,000 contacts.
- Chief Miller talked about the CSD realignment. One of the Deputy Fire Marshals title changed to Public Affairs Officer and will be involved more with PIO activities, Facebook and Twitter and public education. With the salary savings CSD will be hiring a part-time Fire Inspector to help with that aspect since the work load in that area is 3 times greater than last year.
- Chief Miller reminded everyone about the 4<sup>th</sup> of July breakfast at Fire Station 2 from 8:00-11:00 a.m.

- Chief Miller said the Authority is becoming more involved with Fracking activities in the area because of the Title 18 Revisions.

**5. Board Member New Business/Feedback.**

None

**6. Any Other Business for Board Consideration.**

None

**7. Executive Session Pursuant to C.R.S. 24-6-402(4)(b) and (e) to receive advice of legal counsel and to discuss a mater subject to negotiation.**

Chairman Swanty moved that the LFRA Board go into executive session, as authorized in CRS §§24-6-402(4) (b), (4)(e), and 4(f).

This executive session will concern the following matters as authorized by the following sections of the Colorado Open Meetings Law:

- Personnel matters pursuant to CRS § 24-6-402(4) (f) specific to a proposed contract for the fire chief; and
- Determining strategy and instructing negotiators relative to the personnel matter pursuant to CRS § 24-6-402(4) (e); and
- As needed, to receive legal advice as authorized in CRS §24-6-402(4)(b) with respect to the personnel matter and negotiation strategy and a legal services proposal between the City and the LFRA.

Councilor Fogle seconded the motion and it carried.

The Board went into executive session at 2:20 p.m.

The executive session was concluded at 3:50 p.m. on June 24, 2015

No further items were discussed and Chairman Swanty adjourned the regular meeting at 3:52 p.m.

*Minutes submitted by Secretary Sterkel*

## Agenda Item Cover

Item No.: 2

Meeting Date: July 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 Fire Rescue Authority Advisory Commission Handbook

### EXECUTIVE SUMMARY

The resolution for LFRA Board consideration would add a new Section 9 to the LFRA Rules and Regulations document regarding the administration of the Loveland Fire Rescue Authority Advisory Commission (FRAC).

### BACKGROUND

The City's Boards and Commissions Handbook was modified and submitted to the FRAC for consideration. Minor revisions were made with regard to the appropriate governing board reference and with regard to interviews for incumbent board members that are interested in serving for another term (Appointment and Vacancies Section – handbook page 9).

Existing commission members seeking reappointment to a new term shall be evaluated by the interview committee composed of the Chairperson, or Vice Chairperson should the reappointment be of the current Chair, and the Fire Chief to determine support for reappointment. Each commission member seeking reappointment should apply for the open position and make clear their intent to return as a commission member.

### STAFF RECOMMENDATION

Approve the resolution as written.

### FINANCIAL/ECONOMIC IMPACTS

There is a negligible financial or economic difference between the current process and the new process.

### ASSOCIATED STRATEGIC GOALS

Minimize and mitigate the risks of an emergency occurrence in the community.

### ATTACHMENTS

Resolution

**RESOLUTION # R-050****A RESOLUTION APPROVING THE ESTABLISHMENT OF AN ADDITION TO THE  
RULES AND REGULATIONS OF THE LOVELAND FIRE RESCUE AUTHORITY  
REGARDING THE LOVELAND FIRE RESCUE ADVISORY COMMISSION**

**WHEREAS**, on August 19, 2011, pursuant to an intergovernmental agreement between the City of Loveland (“City”) and the Loveland Rural Fire Protection District (“District”), the Loveland Fire Rescue Authority (“Fire Authority”) was created as a separate governmental entity with a beginning operational date of January 1, 2012 at 12:01 a.m.; and

**WHEREAS**, the Fire Authority Board has adopted rules and regulations to carry out its purpose; and

**WHEREAS**, the Fire Authority Board has established the fire rescue advisory commission to serve as an ad hoc commission to the Fire Authority Board; and

**WHEREAS**, the Fire Authority Board wishes to adopt a policies and procedures handbook to guide the fire rescue advisory commission; and

**WHEREAS**, Fire Authority Board finds that it is in the best interests of the Fire Authority to adopt additional rules and regulations to further carry out its purpose, 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 subsection C. to section 7.0, to 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 ad hoc advisory body to the Loveland Fire Rescue Authority and to the fire chief concerning specific projects concerning fire protection, rescue and emergency service as well as in the implementation of the fire protection master plan and future strategic planning for the Authority.

C. The fire rescue advisory commission handbook shall guide the commission regarding policies and procedures to be followed. The handbook is attached to these Rules as Appendix B.

**Section 2.** That this Resolution shall go into effect as of the date and time of its adoption.

ADOPTED this 29th day of July, 2015.

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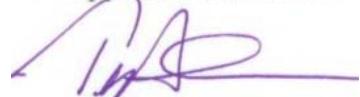
Jeffrey M. Swanty, Chairperson

ATTEST:

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Secretary

Approved as to form:



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Teresa Ablao  
Assistant City Attorney



*Handbook for  
Boards and Commissions*

*July 2015*

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## **INTRODUCTION**

The public is playing an ever increasing role in local government. Citizens concerned about quality of life for themselves and their families, taxes and governmental services are speaking out as never before, and are shaping local government in a way that meets their needs. Indeed, the governing body of an Authority Loveland Fire Rescue Authority is composed of citizens appointed by the elected officials of both the City of Loveland and the Loveland Rural Fire Protection District to set policy and to guide and direct the Authority.

In order to assist it in setting direction for the Loveland Fire Rescue Authority (LFRA), Loveland Fire Rescue Authority Board considers the advice of the Fire Rescue Authority Advisory Commission (FRAC). Citizens who serve on the Fire and Rescue Authority Advisory Commission, therefore, play an important part in translating ideas into programs and suggestions and concerns into change. They also expand the knowledge and experience base of the elected decision makers.

## **PURPOSE**

The purpose of this Handbook for the Loveland Fire Rescue Authority Commission is to explain their role in advising the Loveland Fire Rescue Authority and to set forth guidelines to assist in carrying out their work.

## **LOVELAND FIRE RESCUE AUTHORITY STRUCTURE**

In order to be more effective in fulfilling their purpose, commission members should understand the organizational structure of the Loveland Fire Rescue Authority. The Loveland Fire Rescue Authority ("Authority") is a separate legal entity with powers specifically authorized by, and in compliance with applicable provisions of, the Colorado Constitution and Colorado Revised Statutes, and the Intergovernmental Agreement for the Establishment and Operation of the Loveland Fire Rescue Authority ("Agreement") dated August 19, 2011, between the City of Loveland ("City") and the Loveland Rural Fire Protection District ("District"). The governing body of the Authority shall be a board of directors consisting of five (5) members (the "Board"). All of the legislative and administrative powers of the Authority shall be vested in the Board except as otherwise provided in this Agreement. The Loveland City Council (the "City Council") shall appoint three (3) members and the District's board shall appoint two (2) members to the Board. The City Council shall appoint two (2) members of the City Council and the City Manager. In lieu of the City Manager, the City Council may appoint another City employee. The District's board shall appoint two (2) members of the District's board.

The Loveland Fire Rescue Authority Board sets the goals and policies for LFRA and annually adopts a budget in support of LFRA activities. Loveland Fire Rescue Authority staff, under the direction of the Fire Chief, is responsible for carrying out the direction of the Loveland Fire Rescue Authority Board in implementing programs and services.

As the Fire Rescue Authority chief executive officer, the Fire Chief oversees responsibilities for the day-to-day administrative affairs of LFRA, including assigning staff to assist the Board and Commission in carrying out their responsibilities. The Fire Chief is responsible for conveying and implementing the Loveland Fire Rescue Authority Board policy.

## **COMMISSION MEMBER EXPECTATIONS**

### **Attendance**

The effective operation of a commission depends upon regular attendance of the members at meetings. Members shall be required to attend a minimum of 70% of the meetings each calendar year. If a member is unable to attend a meeting, he or she should contact the chairperson or staff liaison at least 24 hours in advance of the meeting, when possible. If a member has three unexcused absences in a row, the member shall automatically lose his or her position on the board or commission. For the purposes of this rule, "unexcused absences" shall be all absences other than for illness, family emergency, or participation in other Loveland Fire Rescue Authority business. The chairperson shall monitor attendance and forward attendance information to the Fire Chief's Office when a member fails to meet the attendance requirements stated herein. The Fire Chief's Office shall inform the member that his or her membership has been terminated for failure to meet the attendance requirements, and shall begin the process for appointment of a replacement member as set forth herein.

In addition, the chairperson shall provide attendance information to the Fire Chief's Office upon request. Each calendar year, the Fire Chief shall report to the Loveland Fire Rescue Authority Board attendance information for the commission to include the number of meetings held by the commission, the number of meetings attended by each member, and the number of positions vacated due to failure to meet the attendance requirements.

### **Conflicts of Interest**

The objective of Loveland Fire Rescue Authority Board is that the appointed member avoids any conflicts of interest. A member should also carefully consider for himself or herself avoiding even the appearance of impropriety. Since there may be areas where commission members are unsure or unaware that a conflict exists, the following guidelines should be considered.

If a commission member has acquired confidential information in the course of official duties that information cannot be used to substantially further the member's personal financial or private interests.

Occasionally gifts are offered to commission members. Rules regarding acceptance of gifts are set forth in administrative regulations that are consistent with Chapter 2.73 of the City of Loveland Municipal Code.

State law provides that a commission member shall not hold an interest in a business or undertaking that may be directly and substantially economically affected by any official action of the member. A commission member shall not perform an official act causing an economic detriment to the member's business or personal competitors.

For six months following termination of office, a commission member should not obtain employment in which a direct advantage, unavailable to others, will be gained in matters with which the commission member was directly involved.

A commission member shall not engage in a substantial financial transaction for private purposes with a person under the direction of that member's board.

If a member has a financial, personal or private interest in any matter before the commission, the member must disclose the interest to the commission, must not vote on the matter, and must refrain from attempting to influence the other commission members in voting on the matter. However, if that member's participation is necessary to obtain a quorum or to otherwise enable the commission to act, the member may vote if, prior to acting, the interested member discloses the nature of his private interest. The disclosure shall be made in writing to the Secretary of State, listing the amount of his financial interest, if

any; the purpose and duration of his services rendered, if any; and the compensation received for the services and such other information as is necessary to describe his interest. Following this procedure, if the interested member then proceeds to vote, the member shall state for the record that the member has an interest and shall summarize the nature of the interest. The member should consider not only his or her financial interests and investments, but also those of spouse and children.

If you are unsure of your legal responsibilities on any matter coming before your advisory body, you should seek the advice of the LFRA attorney as soon as possible before the meeting.

### **Training for New Commission Members**

Recognizing that a newly appointed commission member will need a basic foundation of knowledge concerning the subject matter having to do with the Loveland Fire Rescue Authority Advisory Commission, Loveland Fire Rescue Authority will provide informal and/or formal training opportunities for each newly appointed member. The commission liaison, staff liaison, and chairperson of the Loveland Fire Rescue Authority Commission shall work cooperatively to establish a training process which will provide to the new member a basic foundation of knowledge concerning the subject matter having to do with Loveland Fire Rescue Authority. Where appropriate, in-service training should be provided which may include presentations on the responsibility of the commission members, parliamentary procedure, conflicts of interest, specific commission mission, consensus and decision making model, Loveland Fire Rescue Authority administration overview, open meetings, and language of local government and commonly used abbreviations and acronyms.

Commission members should be invited to in-service opportunities offered by the Loveland Fire Rescue Authority. Commission members should be encouraged to identify in-service opportunities which would be specifically beneficial to the Loveland Fire Rescue Authority Advisory Commission. When possible, exit interviews should be conducted with departing commission members to determine areas in which the Loveland Fire Rescue Authority can be more helpful to the commission. The Loveland Fire Rescue Authority should provide funding for appropriate in-service training for commission members

### **Commission Responsibilities**

Each advisory commission is responsible to investigate and make thoughtful recommendations to the Loveland Fire Rescue Authority Board and Loveland Fire Rescue Authority staff on issues coming before it. Such recommendations are often most useful if they include alternatives that were considered and an analysis of the pros and cons of the alternatives.

Matters upon which a board makes recommendations can come from the Loveland Fire Rescue Authority Commission, from Loveland Fire Rescue Authority staff, the citizens of Loveland, and from the board members themselves. The Loveland Fire Rescue Authority Board does not wish to impose a rigid structure upon the thoughts and ideas of any board or commission, but instead believes that creative and innovative ideas can come from many different sources. Often, however, ideas will originate with the consideration and adoption of goals by the Loveland Fire Rescue Authority Board, and the Loveland Fire Rescue Authority Advisory Commission will be asked to consider such goals.

The normal channels for communication between the Loveland Fire Rescue Authority Board and the commissions are through the Loveland Fire Rescue Authority Board liaison to the commission and Loveland Fire Rescue Authority staff in the affected division. Such persons will report to the Loveland Fire Rescue Authority Board the deliberations and recommendations of the commission. The commission, and their

individual members, are always free to communicate directly with the Loveland Fire Rescue Authority Board on any matter concerning their areas of responsibility.

In considering recommendations from the commission, the Loveland Fire Rescue Authority Board will attempt to balance the many diverse interests in our community.

### **ORGANIZATION OF THE BOARD**

Each board shall choose a chairperson and a vice chairperson. Additional offices may be created by the board from time to time as necessary. A LFRA staff member will be made available to serve as recording secretary.

#### **Chairperson**

The chairperson serves as the presiding officer over all meetings. It is the responsibility of the chairperson to conduct meetings, keep the discussion on track, encourage the input of ideas and facilitate the overall decision process. The chairperson should clarify ideas as they are discussed and should repeat motions to ensure that all members fully understand the wording of the item upon which they are voting. It is also the chairperson's responsibility to sign all documents on behalf of the board, see that all of the decisions of the board are carried out properly, and perform any other duties and functions requested by the board.

The chairperson, working with the recording secretary, is responsible for preparing an agenda for each meeting, and assuring its circulation in advance to all members of the board and other persons who have requested notification and to ensure public notice of the board's regular and, if any, special meetings.

#### **Vice Chairperson**

The vice chairperson shall perform the duties of the chairperson in the absence of the chairperson. The vice chairperson shall also perform any other duties assigned to his office by the board. The vice chairperson may request the assistance of other members of the board in carrying out the duties of the office.

#### **Recording Secretary**

The recording secretary keeps the record of the board, is responsible for the minutes of the meeting, and keeps a record of the proceedings of the board. The secretary also performs any additional duties or functions that the board may assign. The secretary prepares an agenda in advance of each meeting. A copy of the approved minutes from each meeting shall be retained with the secretary of the LFRA Board. Minutes from meetings shall be recorded as soon as possible.

#### **Officers' Terms of Office**

The term of office for the chairperson and the vice chairperson shall be 1 year. Each officer shall be eligible for reelection. However, chairpersons are encouraged not to serve for more than 2 consecutive years so that other board or commission members may gain experience as a chairperson. Officers shall be elected at the next regular meeting following the month of the year in which the terms of office of the members of the board expire.

## **Loveland Fire Rescue Authority Board Liaison**

The Fire Rescue Authority Board liaison assigned to the commission shall serve the following roles:

1. Communicate with the board or commission when LFRA Board communication is needed and to serve as the primary two-way communications channel between the LFRA Board and the commission.
2. Participate in filling vacancies, reviewing applications, and interviewing candidates for the commission.
3. Serve as the primary informal LFRA Board contact.
4. Help resolve questions the commission may have about the role of the LFRA Board, municipal government, and the board or commission.
5. Establish formal or informal contact with the chairperson of the commission and effectively communicate the role of the liaison.
6. Provide procedural direction and relay the LFRA Boards position to the commission, and to communicate to the commission that the liaison's role is not to direct the board in its activities or work.
7. Serve as LFRA Board contact rather than an advocate for or ex-officio member of the commission.

## **CONDUCT OF MEETINGS**

### **Open Public Meetings**

All meetings at which any public business is discussed where a quorum of the board is present are public meetings open to the public at all times. No board or commission shall conduct any closed meeting without first consulting with the LFRA attorney concerning its propriety.

### **Quorum**

The majority of all of the members of a board or commission shall constitute a quorum. In order to conduct business at any meeting, a quorum shall be present. No action shall be taken in the absence of a quorum, except to adjourn the meeting to a future date.

### **Special Meetings**

A special meeting may be called by the chairperson or vice chairperson, or upon the written request of three members of the board or commission. Notice should be given to each of the members by personally serving them or by leaving notice at their usual place of residence. Notice of special meetings should be given as much in advance as possible. The notice of a special meeting shall set forth the time, place, date and purpose of the meeting. Attendance at a special meeting constitutes a waiver of the notice of the meeting.

## **Public Notice**

Public notice of all meetings where the board may take any formal action or at which a majority or quorum of the board is expected to attend shall be given. The public notice shall be given no less than twenty-four hours in advance of the meeting and shall be posted at a location designated by the LFRA Board annually. The public notice should also be posted on the LFRA website. The notice shall contain a specific agenda if possible.

## **Rules of Order**

Generally, meetings can be held in any manner that assures an orderly and focused discussion, and facilitates the input of all members of the board. When necessary, in order to effectively conduct business, as determined by a majority vote of those present, Robert's Rules of Order shall be in effect.

## **Public Hearings**

Occasionally, a board or commission will be called upon to conduct a public hearing on a matter coming before it. A public hearing is a process by which official input on a matter coming before a board is received from all those wishing to present testimony. It is a matter of fundamental due process that decisions made as a result of the public hearing are based solely upon the evidence presented at the public hearing, and no prior investigation or discussion should be conducted by any member. If members have acquired information from outside the hearing, they should state during the hearing what the information is and allow public comment.

The chairperson should declare the public hearing open, and after hearing public testimony, declare the hearing closed. Following the public hearing, board or commission members should discuss the matter among themselves (still in open meeting), and reach a decision by adopting a motion that sets forth the basis for the decision. Any such decision should be set out in the minutes of the meeting.

Further information regarding the conduct of public hearings is available from the LFRA attorney.

## **APPOINTMENT AND VACANCIES**

Unless otherwise provided by state law or by the ordinance establishing the particular board or commission, the following guidelines will be used in dealing with appointments and vacancies to boards and commissions.

When a vacancy occurs on a board or commission by removal of a member or resignation, with approval of the interview committee, the LFRA Board-appointed alternate shall be recommended to the LFRA Board for appointment to the position. If there is no alternate, or if the vacancy occurs due to expiration of term of office, the following steps will be taken unless otherwise directed by the LFRA Board:

There is established a Fire and Rescue Advisory Commission. New members will be appointed by the Loveland Fire Rescue Advisory Board as follows:

- Four shall be residents of the City to serve a term of three years.
- Three 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.

1. The chairperson shall notify the Fire Chief's Office of the vacancy.
2. Upon notice of the vacancy or not less than 75 days prior to the expiration of a term, whichever is applicable, the Fire Chief's Office will notify the LFRA Board of the vacancy and advertise for the position. Said advertisement shall include, at minimum, publication of a notice in a newspaper of general circulation within the greater Loveland area. The Fire Chief's Office shall establish a closing date for the receipt of applications, which date shall be not less than 30 days from the date of first newspaper advertisement. Applications received after the closing date shall not be considered by the interview committee.
2. The chairperson should announce the vacancy at the first meeting after being notified of the vacancy and urge the members to solicit qualified candidates.
3. Applications shall be in a form determined by the Fire Chief, but shall include, without limitation, a question related to the applicant's current service on other boards and commissions.
4. Private interviews for the position shall be required for all new applicants. Interviews shall occur within a reasonable time following the closing date for receipt of applications and shall be scheduled by the staff liaison. Except as otherwise provided by a formal action of the Fire Rescue Authority Board, the interview committee shall consist of the following persons: the LFRA Board liaison; the staff liaison; and the chairperson.
5. Existing commission members seeking reappointment to a new term shall be evaluated by the interview committee composed of the Chairperson, or Vice Chairperson should the reappointment be of the current Chair, and the Fire Chief to determine support for reappointment. Each commission member seeking reappointment should apply for the open position and make clear their intent to return as a commission member.
6. Immediately following the interviews or evaluation, the interview committee and the staff liaison, shall advise the Fire Chief's Office of the recommendation. The Fire Chief's Office will endeavor to place the matter on the next available Fire Rescue Authority Board agenda for consideration of appointment.
7. The recommendation of the interview committee and the appointment by the LFRA Board shall be based upon qualification, experience, knowledge, interest, willingness to serve, ward residency, the need for a diverse cross-section of the community, past and current service on other city boards and commissions, and other factors deemed relevant by the LFRA Board. The recommendation of the interview committee shall be considered but shall not be binding upon the LFRA Board.
8. The Fire Chief's Office shall forward a letter of appointment and a Handbook for Boards and Commissions to the newly appointed member.

Members shall serve for their appointed term as specified in the LFRA Resolution. Alternates appointments shall be effective until the expiration of the term of any other member on the board or commission for which the alternate appointment was made. Alternates shall be available to assume unexpired terms in instances of resignation or removal, but shall not be appointed to serve where a vacancy is created by expiration of a term. However, in such circumstances, alternates are encouraged to apply for the position.

There shall be no term limits for board and commission members unless the term limits for the board or commission are specifically set forth in state law or in the LFRA intergovernmental agreement or Bylaws. In addition, board and commission members may not serve on more than one board and commission at a time, unless: (i) the member is the only qualified applicant for the position; or (ii) the member resigns his or her position on the first board or commission prior to or upon appointment to the second board or commission.

Unless otherwise provided by state law, a person shall not be eligible for appointment to a board or commission unless either: (a) such person resides within or has substantial ties within the corporate limits of the city or the rural district; or (b) where the Loveland Fire Rescue Authority Board determines that the duties and functions of a board or commission impact, or are likely to impact, areas beyond the corporate limits, such person resides within or has substantial ties to the affected area. Factors which may be considered in determining whether a person has substantial ties to the Authority or an affected area are property ownership, employment, conduct of a business or profession or other factors deemed relevant by the LFRA Board. Any person who ceases to reside in, or have substantial ties to, the area which was determined to be the basis for appointment may be removed from the board or commission by the LFRA Board.

A person shall not be eligible for appointment to any board or commission if that person's spouse, parent, sibling, or child (whether related by blood, marriage, or adoption) is a LFRA employee who in his or her capacity as a LFRA employee regularly appears before or advises that board or commission. This does not prohibit such person from being eligible for appointment to any other board or commission not affected by this eligibility limitation.

#### **EXPENSE REIMBURSEMENT**

Loveland Fire Rescue Authority will reimburse any member of a board or commission who incurs expense for travel, lodging, registration fees and the like where such expenses have been provided for in the budget of the department. To make sure that an anticipated expense is authorized, all subject expenditures must be cleared in advance through the Fire Chief's Office.

#### **LIABILITY**

When performing the function for which a member is appointed, such member is an authorized volunteer of the Loveland Fire Rescue Authority, and is entitled to the protection of the Governmental Immunity Act. The Act, generally speaking, protects the board member from personal liability for any action within the scope of such appointment, except where the act is willful or wanton. Many homeowners' insurance policies provide some coverage for acts undertaken as a volunteer. Please consult your insurance agent regarding any such coverage. The LFRA attorney is available for further discussions regarding liability.

## Agenda Item Cover

Item No.: 3

Meeting Date: July 29, 2015

Prepared By: Renee Wheeler, Public Safety Administrative Director



### TITLE

A Resolution Approving a Supplemental Budget to the 2015 Loveland Fire Rescue Authority Budget for Additional Funding from a Federal Community Development Block Grant – Disaster Recovery Grant to Complete a Mitigation Strategy and Master Plan

### EXECUTIVE SUMMARY

This is an administrative action to conduct a public hearing a resolution to appropriate the grant proceeds for a Mitigation Strategy and Master Plan. The project is anticipated to cost up to \$167,500, \$165,000 of this total will be reimbursed by a Community Development Block Grant – Disaster Recovery (CDBG-DR) federal planning grant recently awarded to the City of Loveland by the State of Colorado to be administered by the LFRA Emergency Manager. The grant matching share is a maximum of \$2,500. The City and LFRA will contract with a consulting firm for the project, which is expected to be completed in approximately 12 months.

### BACKGROUND

The Office of Emergency Management (OEM) is responsible for managing all phases of emergencies throughout the 190 square miles of the Loveland Fire Rescue Authority's emergency response district (District).

About 10 years ago, the communities of Larimer County, Fort Collins, and Loveland joined forces to develop a regional approach to hazard mitigation. As a result of this collaborative effort, the Northern Colorado Regional Hazard Mitigation Plan was developed to help guide the mitigation efforts and activities of the various communities within Larimer County. The regional plan includes resources and information to assist the affiliated community residents, public and private sector organizations, and others interested in participating in planning for natural, man-made, and hazardous materials hazards and provides a list of activities that may assist the community in reducing risk and preventing loss from future hazard events.

In June 2014, a panel from the Urban Land Institute (ULI) conducted an assessment of Larimer County and the cities of Loveland, Fort Collins, and Estes Park. The goal of the ULI panel was to develop optimal regional strategies to reduce the effects of disasters and to recover from and adapt to disasters. The panel developed a comprehensive list of land-use recommendations to address physical planning, organizational capacity, and public education and engagement as part of a coordinated effort to recover from and adapt to natural disasters.

## Agenda Item Cover

Item No.: 3

Meeting Date: July 29, 2015

Prepared By: Renee Wheeler, Public Safety Administrative Director



The intent of a Mitigation Strategy and Master Plan (MSMP) is to document all of the current mitigation projects, develop or update local mitigation strategies that result in greater disaster resiliency, identify future mitigation projects that support those strategies, identify potential funding sources, and to construct implementation plans for those projects. Although these actions are currently taking place at the department level within the City, there is a greater need of a collaborative and coordinated planning effort for the City as well as a more effective integration with County-level mitigation efforts.

### STAFF RECOMMENDATION

Conduct a public hearing and approve for the supplemental appropriation for the grant proceeds.

### FINANCIAL/ECONOMIC IMPACTS

The project adds \$165,000 in additional resources to the budget while requiring a local match of \$2,500 that will be taken from funds already appropriated within the Loveland Fire Rescue Authority Emergency Management budget.

### ASSOCIATED STRATEGIC GOALS

Deliver cost effective services

### ATTACHMENTS

Resolution

## **RESOLUTION NO. R-053**

### **A RESOLUTION APPROVING A SUPPLEMENTAL BUDGET TO THE 2015 LOVELAND FIRE RESCUE AUTHORITY BUDGET FOR ADDITIONAL FUNDING FROM A FEDERAL COMMUNITY DEVELOPMENT BLOCK GRANT – DISASTER RECOVERY GRANT TO COMPLETE A MITIGATION STRATEGY AND MASTER PLAN**

**WHEREAS**, the City of Loveland has been awarded a federal grant of \$165,000 through the Community Development Block Grant – Disaster Recovery program for the completion of a Mitigation Strategy and Master Plan; and

**WHEREAS**, the grant will be administered by the Loveland Fire Rescue Authority Emergency Manager, who serves the entire greater Loveland area; and

**WHEREAS**, the grant requires a match of \$2,500 that will be taken from funds already appropriated within the Loveland Fire Rescue Authority Budget; and

**WHEREAS**, the Authority has requested that City and Rural District approve the use of existing appropriated funds to meet the \$2,500 grant match requirement according to the provisions of the Intergovernmental Agreement creating the Authority, which provide for allocating the payment of costs and expenses of the Authority between the City at 82% and the Loveland Rural Fire Protection District at 18%; and

**WHEREAS**, the Loveland Fire Rescue Authority Board desires to authorize the expenditure of these funds from the Loveland Fire Rescue Authority budget 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.** The spending agencies and funds that shall be spending the monies supplementally budgeted and appropriated are as follows:

#### **2014 Rollover/Carryover Money for 2015 Appropriation**

| Account Title            | Account Number                    | Amount    | Description   |
|--------------------------|-----------------------------------|-----------|---------------|
| <b>Sources of Funds:</b> |                                   |           |               |
| Federal Grant            | 604-22-227-1600-3200 CDBG-DR Fire | \$165,000 | CDBG-DR Grant |
| Total Resources          |                                   | \$165,000 |               |

| <b>Uses of Funds:</b> |                                    |           |                                     |
|-----------------------|------------------------------------|-----------|-------------------------------------|
|                       | 604-22-227-1600-43899 CDBG-DR Fire | 165,000   | Mitigation Strategy and Master Plan |
| Total Uses of Funds:  |                                    | \$165,000 |                                     |

**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 July, 2015.

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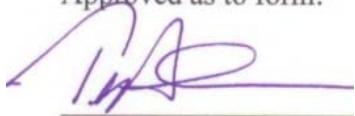
Jeffrey M. Swanty, Chairperson

ATTEST:

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Secretary

Approved as to form:



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Teresa Ablao  
Assistant City Attorney



## Agenda Item Cover

Item No.: 4

Meeting Date: July 29, 2015

Prepared By: Renee Wheeler, Public Safety Administrative Director

### TITLE

A Resolution to Approve the 2016 LFRA Schedule of Fees, Rates and Charges

### EXECUTIVE SUMMARY

The attached resolution sets fire related fees for the Loveland Fire Rescue Authority. The effective date of the fees is January 1, 2016. The fees remain the same as in 2015, as revised and effective May 1, 2015.

### BACKGROUND

The fire fees have traditionally been approved within the City and the Rural District jurisdictions individually. However, under Section 1.9(f) of the IGA that established the Loveland Fire Rescue Authority would approve the fee schedule and then partner agencies, the City of Loveland and the Loveland Rural Fire Protection District, must approve the fee schedule before it can become effective.

The exhibit attached to the resolution lists the fees as approved in the 2015 and the fees to be charged in 2016 to clearly identify that there are no changes.

### STAFF RECOMMENDATION

Approve the resolution as written

### FINANCIAL/ECONOMIC IMPACTS

Enable LFRA to charge fees in an effort to recover a portion of the cost to deliver services.

### ASSOCIATED STRATEGIC GOALS

Deliver cost effective services.

### ATTACHMENTS

Resolution

Fee Schedule

**RESOLUTION #R- 051****A RESOLUTION APPROVING THE 2016 SCHEDULE OF RATES,  
CHARGES AND FEES FOR SERVICES PROVIDED BY  
THE LOVELAND FIRE RESCUE AUTHORITY**

**WHEREAS**, the Loveland Fire Rescue Authority (“Fire Authority”) is authorized to fix fees, rates and charges for functions, services and facilities provided by the Fire Authority by Section 1.9(f) the terms of the 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

**WHEREAS**, the Fire Authority seeks to adopt a revised schedule of rates, fees and charges for providing services and functions performed by the Fire Authority in 2016; and

**WHEREAS**, Fire Authority staff has presented the Fire Authority Board with a schedule of proposed rates, charges and fees, a copy of which is attached hereto as Exhibit A and incorporated herein by this reference (“2016 Schedule of Rates, Charges and Fees”); and

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

**Section 1.** That the 2016 Schedule of Rates, Charges and Fees, attached hereto as Exhibit A, is hereby approved and adopted for services provided by the Loveland Fire Authority and shall apply to all services and functions provided by the Fire Authority on or after January 1, 2016.

**Section 2.** That this Resolution shall supersede in all respects all previous resolutions of the Fire Authority which set the rates, charges and fees now being set, for all services and functions provided by the Fire Authority on or after January 1, 2016.

**Section 3.** That notwithstanding the foregoing, the rates, charges and fees set in 2015 shall continue in full force and effect from the date of this Resolution until they are superseded on January 1, 2016 as provided for herein.

**Section 4.** That this Resolution shall take effect as of the date of its approval and adoption.

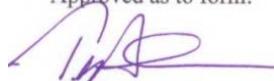
APPROVED AND ADOPTED this 29th day of July, 2015.

ATTEST:

\_\_\_\_\_  
Jeffrey M. Swanty, Chairperson

\_\_\_\_\_  
Secretary

Approved as to form:



\_\_\_\_\_  
Teresa Ablao  
Assistant City Attorney

**Loveland Fire Rescue Authority Revised Fee Schedule****Effective January 1, 2016**

| <b>Description</b>  | <b>2015 Fee</b>   | <b>2016 Fee</b>   |
|---|-------------------|-------------------|
| <b><u>Fire Protection Systems Permit and Plan Review Fees: (same as the City of Loveland Building Permit Fees based on valuation)</u></b> |                   |                   |
| <b>\$1 to \$500</b>   |                   |                   |
| \$500 to \$2,000 for first \$500  | \$23.50           | \$23.50           |
| Plus, for each additional \$100 or fraction thereof   | \$3.05            | \$3.05            |
| \$2,001 to \$25,000, for the first \$2,000  | \$69.25           | \$69.25           |
| Plus, for each additional \$1,000 or fraction thereof   | \$14.00           | \$14.00           |
| \$25,001 to \$50,000, for the first \$25,000  | \$391.75          | \$391.75          |
| Plus, for each additional \$1,000 or fraction thereof   | \$10.10           | \$10.10           |
| \$50,001 to \$100,000, for the first \$50,000   | \$643.75          | \$643.75          |
| Plus for each additional \$1,000 or fraction thereof  | \$7.00            | \$7.00            |
| \$100,001 to \$500,000, for the first \$100,000   | \$993.75          | \$993.75          |
| Plus for each additional \$1,000 or fraction thereof  | \$5.60            | \$5.60            |
| \$500,001 to \$1,000,000, for the first \$500,000   | \$3,233.75        | \$3,233.75        |
| Plus for each additional \$1,000 or fraction thereof  | \$4.75            | \$4.75            |
| \$1,000,001 and up, for the first \$1,000,000   | \$5,608.75        | \$5,608.75        |
| Plus for each additional \$1,000 or fraction thereof  | \$3.65            | \$3.65            |
| Plan Review Fees are in addition to the Permits Fee and is 65% of the Permit Fee  | 65% of Permit Fee | 65% of Permit Fee |
| Inside the City: City of Loveland Use Tax and Larimer County Tax, percentage on 1/2 of valuation  | 3.65%             | 3.65%             |

**Fire Operational Permit Fees - Hazardous Processes, Conditions or Locations:**

|  |            |            |
|--|------------|------------|
| Liquefied Propane Gas (LPG) Portable Tank Exchange System per 36 cylinders | \$100.00   | \$100.00   |
| Liquefied Propane Gas (LPG) Bulk Storage Dispensing                        | \$100.00   | \$100.00   |
| Spraying or Dipping Operations   | \$100.00   | \$100.00   |
| Compressed Gas Facilities, small - single tank dispensing                  | \$100.00   | \$100.00   |
| Compressed Gas Facilities, large - bulk facilities                         | \$100.00   | \$100.00   |
| Explosive or Blasting Permit   | \$100.00   | \$100.00   |
| Fireworks Retail & Wholesale Sales Permit                                  | \$1,500.00 | \$1,500.00 |
| Fireworks Display Permit   | \$200.00   | \$200.00   |
| Flammable or Combustible Liquid Tank Removal, per tank                     | \$100.00   | \$100.00   |
| Hazardous Materials Storage/Dispensing/Production                          | \$100.00   | \$100.00   |
| High-Piled Combustible Storage Permit                                      | \$100.00   | \$100.00   |
| Hot-Work Operations and Cutting Permit                                     | \$50.00    | \$50.00    |
| Cryogenic Fluid Facility   | \$100.00   | \$100.00   |

**Loveland Fire Rescue Authority Revised Fee Schedule****Effective January 1, 2016**

| <b>Description</b>   | <b>2015 Fee</b>                                       | <b>2016 Fee</b>                                       |
|--|---|---|
| <b>Fire Special Permit Fees:</b>   |   |   |
| Open Burning Permit  | \$0.00  | \$0.00  |
| Special Event Fee - small  | \$100.00  | \$100.00  |
| Special Event Fee - large  | \$200.00  | \$200.00  |
| Standby Event Coverage, per hour, per person required                        | \$42.00   | \$42.00   |
| Report Fee   | \$5-15.00   | \$5-15.00   |
| Record Retrieval ( <i>one hour minimum</i> ), per hour                       | \$35.00   | \$35.00   |
| School Inspection Fee  | \$125.00  | \$125.00  |
| <b>School Building Plan Review (changed to be consistant with the State)</b> | <b>Valuation times<br/>.000640,<br/>minimum \$350</b> | <b>Valuation times<br/>.000640, minimum<br/>\$350</b> |
| Tent & Canopy Permit   | \$50.00   | \$50.00   |
| Bonfire Standby, per event   | \$350.00 minimum                                      | \$350.00 minimum                                      |
| Haunted House/Maze Permit  | \$100.00  | \$100.00  |

**Fire Inspection Fees: (As of May 2015 the inspection fees are considered to be included in the permit fee)**

|  |        |        |
|--|--------|--------|
| <u>Sprinkler Installation Inspections:</u>                                   |        |        |
| <u>1-9 Heads:</u>  |        |        |
| Per Inspection   | \$0.00 | \$0.00 |
| Per Re-Inspection  | \$0.00 | \$0.00 |
| <u>10-99 Heads:</u>  |        |        |
| Per Inspection   | \$0.00 | \$0.00 |
| Per Re-Inspection  | \$0.00 | \$0.00 |
| <u>100 to 1000 Heads:</u>  |        |        |
| Per Inspection   | \$0.00 | \$0.00 |
| Per Re-Inspection  | \$0.00 | \$0.00 |
| <u>Additional Inspections for All Sprinkler Systems:</u>                     |        |        |
| (i.e. 200 lb. test, 2" drain test and inspectors tests), per inspection      | \$0.00 | \$0.00 |
| <u>Alarm &amp; Detection Systems:</u>  |        |        |
| Per Inspection (up to 5 devices)   | \$0.00 | \$0.00 |
| Per Re-Inspection  | \$0.00 | \$0.00 |
| Per Inspections (6 - 30 devices)   | \$0.00 | \$0.00 |
| Per Re-Inspection  | \$0.00 | \$0.00 |
| Per Inspection (over 30 devices)   | \$0.00 | \$0.00 |
| Per Re-Inspection  | \$0.00 | \$0.00 |
| <u>Hood &amp; Duct Extinguishing Systems:</u>                                |        |        |
| Per Inspection   | \$0.00 | \$0.00 |
| Per Re-Inspection  | \$0.00 | \$0.00 |
| <u>Paint Booth Extinguishing Systems:</u>                                    |        |        |
| Per Inspection   | \$0.00 | \$0.00 |
| Per Re-Inspection  | \$0.00 | \$0.00 |
| <u>Paint Booth Using Combustible or Flammable Liquids:</u>                   |        |        |
| Per Inspection   | \$0.00 | \$0.00 |
| Per Re-Inspection  | \$0.00 | \$0.00 |
| <u>Dip Tank Operations Using Combustible/Flammable Liquids Installation:</u> |        |        |
| Per Inspection   | \$0.00 | \$0.00 |
| Per Re-Inspection  | \$0.00 | \$0.00 |

**Loveland Fire Rescue Authority Revised Fee Schedule****Effective January 1, 2016**

| Description   | 2015 Fee | 2016 Fee |
|---|----------|----------|
| <u>LPG or Natural Gas Facilities Inspection:</u>            |          |          |
| Per Inspection  | \$0.00   | \$0.00   |
| Per Re-Inspection   | \$0.00   | \$0.00   |
| <u>Combustible Dust-Producing Operations Inspection:</u>    |          |          |
| Per Inspection  | \$0.00   | \$0.00   |
| Per Re-Inspection   | \$0.00   | \$0.00   |
| <u>Spray and Dipping Operations Inspection:</u>             |          |          |
| Per Inspection  | \$0.00   | \$0.00   |
| Per Re-Inspection   | \$0.00   | \$0.00   |
| <u>Other Special Extinguishing Systems:</u>                 |          |          |
| Per Inspection  | \$0.00   | \$0.00   |
| Per Re-Inspection   | \$0.00   | \$0.00   |
| <u>Standpipe Systems:</u>                                   |          |          |
| Per Inspection  | \$0.00   | \$0.00   |
| Per Re-Inspection   | \$0.00   | \$0.00   |
| <u>Halon Extinguishing Systems:</u>                         |          |          |
| Per Inspection  | \$0.00   | \$0.00   |
| Per Re-Inspection   | \$0.00   | \$0.00   |
| <u>Fuel Dispensing Facilities &amp; Transfer Equipment:</u> |          |          |
| Per Inspection  | \$0.00   | \$0.00   |
| Per Re-Inspection   | \$0.00   | \$0.00   |
| <u>Flammable or Combustible Tank:</u>                       |          |          |
| Per Inspection  | \$0.00   | \$0.00   |
| Per Re-Inspection   | \$0.00   | \$0.00   |

**After Hours Inspection (minimum 2 hours):**

Per Inspection per hour (Applicable to any inspection before or after normal business hours of 8 AM - 5 PM, Monday - Friday or any time on weekends. The fee will be doubled on a holiday or holiday weekend.)

\$75/hr with a \$150 minimum

\$75/hr with a \$150 minimum

**Reinspection Fee (for the third inspection for the same purpose and every inspection thereafter)**

**\$75.00**

**\$75.00**

**Special Events Fee:**

|                           |         |         |
|---------------------------|---------|---------|
| Per Firefighter, per hour | \$42.00 | \$42.00 |
|---------------------------|---------|---------|

**Records Fees:**

|  |  |   |
|--|--|---|
| Research, Retrieval, Redaction, Creation | \$35.00 per hour, minimum of one quarter hour and charged in 15 minute increments. Plus copy, postage/shipping, media or other | \$35.00 per hour, minimum of one quarter hour and charged in 15 minute increments. Plus copy, postage/shipping, media or other applicable fee |
| CD/Media                                 | \$15.00 per disc or media device   | \$15.00 per disc or media device  |
| Copies-8.5x 11 Paper, faxed or scanned   | .15 per page   | .15 per page  |
| Copies-Mylar                             | \$6.00   | \$6.00  |
| Postage/shipping                         | Actual cost  | Actual cost   |
| Oversized maps and documents             | Actual cost  | Actual cost   |
| Certified copies                         | \$2.00 plus per page copy cost   | \$2.00 plus per page copy cost  |

**Loveland Fire Rescue Authority**  
**Rural Fire Protection District Fee Schedule**  
Effective January 1, 2016

| Type of Permit                 | Project Valuation             | Base Fee  | Plus the Incremental Fee |
|--------------------------------|-------------------------------|---|--------------------------|
| <b>Fire Protection Systems</b> | <b>Permit Fee:</b>            |   |                          |
|                                | \$1 - \$500                   | \$23.50   | 0.00                     |
|                                | \$501 - \$2,000               | \$23.50<br>For the 1 <sup>st</sup> \$500          | \$3.05 per \$100         |
|                                | \$2,001 - \$25,000            | \$69.25<br>For the 1 <sup>st</sup> \$2,000        | \$14.00 per \$1,000      |
|                                | 25,001 - \$50,000             | \$391.75<br>For the 1 <sup>st</sup> \$25,000      | \$10.10 per \$1,000      |
|                                | \$50,001- \$100,000           | \$643.75<br>For the 1 <sup>st</sup> \$50,000      | \$7.00 per \$1,000       |
|                                | \$100,001 - \$500,000         | \$993.75<br>For the 1 <sup>st</sup> \$100,000     | \$5.60 per \$1,000       |
|                                | \$500,001 - \$1,000,000       | \$3,233.75<br>For the 1 <sup>st</sup> \$500,000   | \$4.75 per \$1,000       |
|                                | \$1,000,001 or greater        | \$5,608.75<br>For the 1 <sup>st</sup> \$1,000,000 | \$3.65 per \$1,000       |
|                                | <b>Plus a Plan Review Fee</b> | 65% of Permit Fee                                 |                          |

| Type of Permit   | Project Valuation             | Base Fee  | Plus the Incremental Fee |
|--|-------------------------------|---|--------------------------|
| <b>New Construction, Tenant Finish, or Remodel<br/>(excluding Schools and fire protection systems)</b> | <b>Permit Fee:</b>            |   |                          |
|  | \$1 - \$500                   | \$97.94   | 0.00                     |
|  | \$501 - \$2,000               | \$97.94   | 0.00                     |
|  | \$2,001 - \$25,000            | \$97.94   | 0.00                     |
|  | 25,001 - \$50,000             | \$97.94<br>For the 1 <sup>st</sup> \$25,000       | \$1.26 per \$1,000       |
|  | \$50,001- \$100,000           | \$160.94<br>For the 1 <sup>st</sup> \$50,000      | \$.88 per \$1,000        |
|  | \$100,001 - \$500,000         | \$248.44<br>For the 1 <sup>st</sup> \$100,000     | \$.70 per \$1,000        |
|  | \$500,001 - \$1,000,000       | \$808.44<br>For the 1 <sup>st</sup> \$500,000     | \$.59 per \$1,000        |
|  | \$1,000,001 or greater        | \$1,402.19<br>For the 1 <sup>st</sup> \$1,000,000 | \$.46 per \$1,000        |
|  | <b>Plus a Plan Review Fee</b> | 65% of Permit Fee                                 |                          |

| Planning and Zoning Review Fees | Type  | Fees     |
|---------------------------------|---|----------|
|                                 | Planning Project Development Review (land divisions, rezonings, special exceptions, site plans) | \$200.00 |
|                                 | All other Planning Project Development Reviews  | \$100.00 |

| <b>Inspections</b> are included in the permit fees, with two exceptions: | Type   | Fees    |
|--|--|---------|
|  | Return Inspections<br>(the third inspection for the same purpose and all inspections thereafter)   | \$75.00 |
|  | Inspections Outside Business Hours<br>(Any inspection before or after the normal business hours of 8 AM – 5 PM Monday-Friday or anytime on the weekends (minimum of two hours) | \$75/hr |

### Description

Fire Operational Permit Fees - Hazardous Processes, Conditions or Locations: (Renewable permits per code)

|  |          |
|--|----------|
| Liquefied Propane Gas (LPG) Portable Tank Exchange System per 36 cylinders | \$100.00 |
| Liquefied Propane Gas (LPG) Bulk Storage/Dispensing                        | \$100.00 |
| Compressed Gas Facilities, small - single tank dispensing                  | \$100.00 |
| Compressed Gas Facilities, large - bulk facilities                         | \$100.00 |
| Explosive or Blasting Permit   | \$100.00 |
| Spraying or Dipping Operations   | \$100.00 |
| Cryogenic Fluid Facility   | \$100.00 |
| Flammable or Combustible Liquid Tank Installation or Removal, per tank     | \$100.00 |
| Hazardous Materials Storage/Dispensing/Production                          | \$100.00 |
| High-Piled Combustible Storage Permit                                      | \$100.00 |
| Hot-Work Operations and Cutting Permit                                     | \$50.00  |

### Fire Special Permits Fees:

|   |  |
|---|--|
| Special Event Fee - small                                     | \$100.00   |
| Special Event Fee - large                                     | \$200.00   |
| Special Event Standby Coverage, per hour, per person required | \$42.00  |
| School Inspection Fee   | \$125.00   |
| <b>School Building Plan Review</b>                            | <b>Valuation times .000640, minimum of \$350</b> |
| Tent & Canopy Permit  | \$50.00  |
| Bonfire Standby, per event                                    | \$350.00 minimum                                 |
| Fireworks Retail & Wholesale Sales Permit                     | \$1,500.00                                       |
| Fireworks Display Permit                                      | \$200.00   |
| Haunted House/Maze Permit                                     | \$100.00   |

DescriptionFeesRecords Fees:

| <u>Description</u>                       | <u>Fees</u>   |
|--|---|
| Research, Retrieval, Redaction, Creation | \$35.00 per hour, minimum of one quarter hour and charged in 15 minute increments. Plus copy, postage/shipping, media or other applicable fee |
| CD/Media                                 | \$15.00 per disc or media device  |
| Copies-8.5x 11 Paper, faxed or scanned   | .15 per page  |
| Copies-Mylar                             | \$6.00  |
| Postage/shipping                         | Actual cost   |
| Oversized maps and documents             | Actual cost   |
| Certified copies                         | \$2.00 plus per page copy cost  |

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Prepared By: Renee Wheeler, Public Safety Administrative Director



### TITLE

#### Consider a Resolution Adopting the Loveland Fire Rescue Authority 2016 Budget

### EXECUTIVE SUMMARY

A \$12.6 million operating budget is hereby submitted to the Loveland Fire Rescue Authority Board. The Budget subcommittee reviewed it on July 8, 2015 and recommended it move forward to the LFRA Board as presented.

This is the fifth annual Loveland Fire Rescue Authority budget submittal. The \$12,598,736 budget includes \$12,374,100 to continue to provide the same level of service as is being provided in 2015 and includes supplemental requests of \$224,636 for the addition of an Aircraft Rescue and Firefighting (ARFF) Engineer for a full year and voice over internet protocol (VOIP) phones for Stations 3, 5, & 6.

Delivery of cost effective services is one of the three strategic goals for LFRA. Several cost savings initiatives, most of which were highlighted at the May Board meeting (agenda item number 6), have resulted in savings of nearly \$60,000 annually or \$600,000 within the ten year planning horizon. There has been additional and deliberate scrutiny of the resources applied to all of the LFRA programs. \$246,000 potential budget reductions were identified to assist with the City of Loveland budget reduction strategy in the event of an elimination of the sales tax on food for home consumption. The 2016 proposed budget incorporates 50% of the total dollars in that sales tax reduction plan and other reductions were made as well to incorporate a rank compression adjustment critical to continuing our commitment to addressing our 4<sup>th</sup> pillar of success: the human resources within our organization.

The 2016 proposed base budget is:

- \$972 below the City's established target for the core/base budget.
- \$39,229 below the estimate for 2016 that was included in the ten year financial plan when the 2015 budget was adopted.
- \$270,097 average base budget annual savings within the planning horizon 2016 -2024 compared to the financial plan submitted when the 2015 budget was adopted (total of \$2,070,879).
- 37% of the line items in the department wide line item summary show a reduction compared to the 2015 Adopted budget.

There has been a considerable effort invested in proposing a conservative budget, while maintaining our commitment to delivery of excellent fire rescue services to the greater Loveland community and investing in the employees that make the level of service delivery possible. So much so that there will be little to no flexibility to address the unexpected things that tend to happen in the fire rescue industry due to the

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unpredictable, high intensity environment of expected performance to minimize damage and loss in the community. There is certainly little to no flexibility to partner with the city for projects as we have in the past. (i.e., design of the permit center at the Fire Administration Building, station exhaust system repairs, development review team training, and communications center hardware/software improvements). There is little to no flexibility to address the unexpected, additional expenditures associated with greater autonomy (i.e., benefits broker fees, financial system programming changes, and additional legal fees). That being said, we are confident we can maintain the status quo and continue to use creativity and innovation to meet the needs of the community. There is considerable work that remains in the budget process between July and October.

The budget review by a LFRA Board Subcommittee; with representation from the City, the Rural District and the Fire Rescue Advisory Board; was the first step in the governing official's consideration of the budget. The 2016 budget will be presented to the Fire Rescue Authority Advisory Commission August 12, 2015; the LFRA Board in a public hearing at their regularly scheduled meeting on July 29, 2015; the City of Loveland at the September 15, 2015 study session, October 6, 2015 first reading of the budget ordinance and public hearing, and October 20, 2015 second reading; and Rural District Board October 7, 2015. If both the City and the Rural District approve their budgets with the LFRA contributions included, then it will be brought back to the LFRA Board for appropriation at the October 28, 2015 meeting.

### BACKGROUND

The \$12.6 million budget submitted is intended to continue the same level of service, as well as add a firefighter at the Engineer level to support the new carrier services at the airport and VOIP phones at three stations. The proposed budget includes 84 full time employees (including 1 additional employee proposed), 12 part-time firefighters that equates in hours to 6 full time employees, a part time fire permit reviewer that equates in hours to a .1 full time employee, and a part time inspector that equates to .5 for a total of 90.6 full time equivalent employees.

This cover memorandum shall be considered the Budget Message for the Loveland Fire Rescue Authority. As such there are some items required by Colorado Revised Statute 29-1 "Local Government Budget Law of Colorado" that are included in this document.

While LFRA is required to adopt an annual budget, the budget is presented in its entirety in the Fire Authority Fund presentation of the "City of Loveland, Colorado Budget" and therefore a separate budget document is not required. Accounting and budgeting for this fund are on the modified accrual basis. Modified accrual basis means that "revenue and other financing sources are due and available and when obligations or liabilities are incurred for expenditures and other financing uses, except for certain stated items such as, but not limited to, prepaid expenditures, inventories of consumable goods, and interest payable in future fiscal years".

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All proposed LFRA revenues and expenditures are included in the budget; and LFRA is not a party to any lease purchase agreements. The Fire Authority Fund carries a zero fund balance because the partner contributions are based on the percentage contribution of the net expenditures. By the nature of the agreement, revenues are always equal to expenditures. However, during the year one month of partner contributions are held in the fund for cash flow management. This cash flow advance is netted out of the December contribution. Each partner organization is responsible for holding in their fund balance 15% of their contribution for the year in reserve.

A wide variety of services are provided by the Loveland Fire Rescue Authority. Fire Operations in the budget summaries attached relate to three program categories including Station Operations and Training, Technical Response and Systems, and Equipment Maintenance and Replacement. This division performs all fire emergency response, life threatening medical emergency response, aircraft, hazmat, motor vehicle accidents, rope rescue, dive rescue, confined space rescue, and other related incidents that require technical expertise. Community Safety includes program categories for public education and outreach, business safety visits, fire investigation, and fire code enforcement through plan review and facility inspections. The Administration Division includes two programs: Emergency Management and LFRA Administration. Emergency Management involves disaster preparedness, operations of the emergency operations center, disaster recovery, community risk assessment and mitigation, organizational and community training, and coordinates emergency plan development for the entire service area. Administration coordinates all the business needs of the Authority including strategic planning, budget administration, financial planning, boards and commissions support, and managing the resources of the Authority.

### Revenues

The Fire Authority is projected to generate \$181,025 through permitting/inspections, fireworks stand reviews, contractor licenses, and reimbursement for incident responses outside of our response area. This revenue is subtracted from the total expenditure budget. The City contributes 82% and the Rural District contributes 18% of the remaining expenditure budget.

### Expenditures

*Compensation (Salaries and Benefits, 73% of the total budget) \$9,243,645*

This category of accounts includes base salaries, merit increases equivalent to 3.5% of the salaries budget to distribute to employees based on performance and overtime. It also includes:

- \$84,764 for 1 supplemental position salary and benefits;
- the cost of payroll taxes;

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- worker's compensation (allocated to Fire by using a percentage of salaries to total salaries in the City plus an average of five years of workers compensation claims specific to the Fire personnel);
- premiums for medical, dental, and life insurance (allocated based on five years of claims experience and the number of employees);
- pension contributions (11% of salaries for firefighters and 5% for administrative staff),
- Heart and Circulatory Trust Premium (\$9,975)
- Volunteer and Part Time Firefighter Accident and Sickness Policy (\$6,700)
- Old Hire and Volunteer Pension Contributions (\$101,480)

*Supplies (3% of the total budget) \$371,379*

These accounts are used to account for supplies, equipment and furniture under \$5,000 per unit. It includes everything from uniforms and office supplies to building repair supplies. \$15,830 is budgeted in this category for the proposed new employee (uniforms, computers, office supplies, etc.).

*Services (22% of the total budget) \$2,789,569*

These accounts include all utilities, property and liability insurance, training, peer support psychologist, EMS physician advisor, tuition reimbursement, vehicle maintenance, and other minor repair and maintenance services. \$16,797 is included for the new ARFF Engineer for training, vehicle maintenance and vehicle replacement fund contribution. (\$1,611,418, 12.8% of the total budget)

It also includes the cost of Administrative Services provided by the City: Dispatch, Facilities, Information Technology, Human Resources, Finance, City Attorney and the City Manager's Office. Each allocation is based on a reasonable assumption for the dedication of resources to the Fire Service compared to the City as a whole. (\$1,178,151, 9% of the total budget)

*Capital (2% of the total budget) \$194,143*

Equipment that costs \$5,000 or more per unit is included in this category of accounts. The dollars allocated for 2016 are dedicated to the replacement of basic operational equipment including: \$55,300 to purchase a new vehicle and the related communications equipment for the proposed ARFF Engineer, \$51,946 for the supplemental request for voice over internet protocol (VOIP) phones for three stations, radio replacement, and imaging equipment replacement. All equipment is based on an inventory with planned replacements that are directly linked to the ten year financial plan at the program level.

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The base budget for 2016, \$12,374,100, increases \$477,680 or 4% above the 2015 originally adopted budget. Proposed changes are primarily related to personnel expenditures. Changes include \$215,833 to award merit based raises to existing employees that is equivalent to 3.5% of the total salaries budget. This increase impacts the overtime and retirement amounts budgeted. The sum of that impact represents just over half of the total increase to the base budget. The budget also includes \$110,356 for a rank compression adjustment to salaries (plus the related impact to overtime and retirement). This amount has been absorbed within the existing base budget by cutting other projected expenditures. For the past two years lump sum raises based on performance have been awarded to some employees at lower ranks to prevent their base pay from exceeding the salaries paid at a higher rank. This has occurred due to the longevity within the lower rank and upward adjustment to the pay ranges without sufficient funding for corresponding salary increases for employees within the range to keep employees at their same relative position within the new range.

Other increases to the proposed base budget include: medical leave buy out, City support services, annual contributions to the fleet replacement fund, and outside legal services. The City has a policy that allows a medical leave payout of 50% of the sick leave hours accrued in the year that exceed the maximum total sick leave accrual (240 hours for full time employees on an administrative schedule and 336 hours for employees on a shift schedule). The City's Budget Manager is projecting that payout to total \$45,847 in 2016. The cost of City support services has increased \$75,441. Because there are new vehicles in the LFRA fleet, the net impact of the changes to the maintenance and the replacement contributions increase the budget by \$42,529. Outside legal services have been budgeted at \$30,000, down from the \$50,000 supplemental appropriation approved for this purpose in the first quarter of 2015. Other base budget revisions are documented in the presentation attachment. The 2015 supplemental budget requests, \$224,642, increase the budget an additional 1.9% for a total 5.9% increase over the 2015 originally adopted budget.

### Supplemental Requests

Service enhancements are submitted in the budget process as "supplemental requests" and all the figures above include the proposed supplemental requests for your consideration. The following supplemental requests were included for consideration.

### Supplemental Request Priority Order Listing

|   |  |           |
|---|--|-----------|
| 1 | Aircraft Rescue and Firefighting (ARFF) Engineer,<br>including a vehicle | \$172,956 |
| 2 | Voice Over Internet Protocol Phones for Stations 3, 5, &<br>6            | 51,680    |
|   | Total  | \$224,636 |

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### ARFF Engineer

Loveland Fire Rescue Authority provides Aircraft Rescue and Firefighting (ARFF) services to the Fort Collins – Loveland Airport (FNL), this service includes both emergency response and FAA mandated stand by services for aircraft arrivals and departures that have 31 or more passengers on board. LFRA provides the emergency response from Fire Station 6, along with automatic aid from the Poudre Fire Authority and Windsor-Severance Fire Rescue. The ARFF standby services are currently being accomplished by taking an on-duty LFRA company out of service, moving the personnel to Fire Station 4 at FNL and staffing the ARFF apparatus. LFRA currently maintains nine ARFF certified Firefighters that must meet the FAA training requirements which includes a live burn evolution at a FAA approved training center annually.



With the reintroduction of passenger air service to and from FNL, the need for ARFF stand by protection will drastically increase from approximately two standbys per month to approximately twenty standbys per month. Each stand by is generally two to four hours in length. With this added air service and the current model for stand by service, LFRA will have one company committed to FNL for approximately 40 to 80 hours per month. This commitment level will have a huge impact in emergency response within the entire LFRA area with a call volume of over 7,000 incidents per year. A first alarm assignment (structure fire) requires the response of five companies, when these incidents occur during an ARFF standby, only one LFRA company would be available for response to subsequent incidents. It is also not uncommon for LFRA to be responding to three to four incidents at one time.

When you combine the emergency response impacts with the extensive training schedule needed to maintain an “all hazards response”, business safety surveys, wildland-interface red zone evaluations and community public education, the ARFF standbys will greatly alter the ability to maintain the current levels of each of these programs and training commitment. As LFRA companies train, the Battalion Chiefs moves companies around the City to maintain the best possible response coverage, by dropping a company from this rotation for approximately 40 to 80 hours per month, the Battalion Chiefs will be limited in the ability to maintain adequate system coverage.

FAA regulations require an ARFF Certified operator for the 1,500 gallon ARFF truck to have a response time of less than three minutes to the center point of the runway from the time that an incident is reported. The role of the responding ARFF apparatus is to provide an on scene size up, establish a rescue plan for other responding resources, extinguish the fire that may have resulted from the crash and protect the egress path for passengers to self-evacuate. LFRA can meet the FAA requirement with the addition of an Engineer assigned to ARFF Operations without having a drastic impact to the current service level.

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This Engineer position would be assigned to a 40 hour work-week to provide the majority of the ARFF standby coverage as well as first response to the airport area for all incidents. When available, the ARFF Engineer will respond to significant incidents throughout LFRA's response area. In emergency situations the ARFF Engineer can provide coverage on any LFRA company when not committed to an ARFF standby.

The Engineer would be charged with maintaining the readiness of the three ARFF response apparatus and related equipment, which is currently only being accomplished weekly. The ARFF Engineer would be responsible for maintaining the FNL FAA certification ARFF training records for LFRA, planning and conducting ARFF training for emergency responders and assisting the FNL Staff with updating the Airport's Emergency Plan on an annual basis. The ARFF Engineer will provide LFRA with a subject matter expert in ARFF Operations to work with the FAA Inspector during the annual inspection. The ARFF Engineer will maintain LFRA's compliance with the FAA certification requirements.

A major portion of the FAA requirements is the completion of annual table-top exercises and the tri-annual full scale exercise that tests the emergency plan. Planning and conducting these exercises will be included in the responsibilities of the ARFF Engineer. The experience and training gained through planning and conducting the ARFF exercises will be used to support the need of the Office of Emergency Management in conducting city-wide full scale exercises. The lack of city-wide disaster exercises has been identified as an area of concern by the Emergency Manager and Fire Chief.

Assisting the Community Safety Division will also be a portion of the job duties for this position. These duties will include business safety inspections, special event inspections, Knox box key updates and public education. The geographic area of focus for these activities will be the airport industrial complex, the Crossroads Boulevard area and the Ranch. LFRA and FNL receive several requests per year for an ARFF Firefighter to attend public education events, provide a tour of the ARFF apparatus or a career presentation, the ARFF Engineer will be assigned to these duties and events.

To recap, ARFF Engineer position is essential in allowing LFRA to maintain its current level of service to the citizens as well as enhance response services in the airport area. The increase in air service to and from FNL is great for our community and the region, but does have a negative impact on the service that LFRA provides to our citizens. The need for this position was identified in the 2012 LFRA Strategic Plan on page 93, under the additional priorities / needs sections.

### *VOIP Phones*

Fire purchased the phones when they were installed at Stations 3, 5, and 6. Therefore, LFRA is responsible for replacing the obsolete phones that are no longer supported by the vendor. When Station 2 was built VOIP phones were installed, and Station 1 phones have already been replaced as a part of the larger City-wide phone system replacement program.

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One CenturyLink OPX circuit would be removed (provides the city extension with their current system) at each station. The city extension would then run through the Avaya phone switch. Cost per line per station:

- Station 3      \$64.64/month
- Station 5      \$64.64/month
- Station 6      \$62.60/month

Each station also has a custom ring number for their fax line at a cost of \$7.45/month that would also be replaced with a city phone number. So LFRA would save about \$214 total monthly on the three phone lines and fax lines or \$2,568. Two additional benefits would be:

- LFRA would have equipment that is under maintenance contract, and so if a phone switch had issues Sturgeon would not have to come out for Stations 3 and 6. Also, the contractor that installed the switch at FS 5 is now retired, so it is not known who would maintain that system. If moved to VOIP, all the equipment is under maintenance with Sof-Tech.
- The move to VOIP would position LFRA to use video conferencing in the not too distant future. See quote documents obtained by the IT Director attached.



The VOIP phones would be important to the communications improvement strategies identified in the 2012 Strategic plan on pages 74 and 75.

Phase II of the Basic Services Model in the Strategic Plan adopted by the Board to deliver on a governance partnership between the City of Loveland and the Loveland Rural Fire Protection District has been completed in 2015. The proposed budget resources are consistent with this plan and enable the organization to plan for the implementation of Phase III (Station 10 construction and staffing, as well as water tender replacements).

### Capital Improvements

The City's budget process also includes the appropriation of capital improvements money in the City's General Fund and the Fire Capital Expansion Fee Fund. The City's Capital Improvement Plan has been completed and presented to City Council in a study session. The LFRA capital improvements requests and their funding status are listed in the table that follows.

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| Request Description-Funding Status  | 2016      | 2017        | 2018        |
|---|-----------|-------------|-------------|
| <b>Engine Replacements</b> (Reserve Engine 4 in '16 and Engine 3 in '17)  | \$652,300 | \$684,920   |             |
| <b>Station 10</b> (west station in Rural District along W HWY 34 in the general vicinity of Glade Road) 9,000 sq ft, 3 bay, single company house--with a 50% contribution from the Rural District, which has not been officially negotiated |           |             | \$3,479,500 |
| <b>Training Center Improvements</b> (new tower --actual improvements to be designed this year) Requested construction in 2016, but there was no funding available so we had to move it out to '17 & '18                                     |           | \$1,391,220 | \$1,391,220 |
| <b>Station 11</b> was requested for 2023 \$5.7 million, 12,000 sq ft station in the SE portion of our response area, including new apparatus: engine, tender and brush unit; single company house (Not Funded at this time)                 |           |             |             |

There are two **sources of revenue** for these projects: Fire Capital Expansion Fees and Tabor Excess Revenue

- Fire Capital Expansion Fees are fees the City collects from builders and developers on each construction permit (charged on certificate of occupancy permit—last permit issued for a project) for the impact of growth on the City's infrastructure (buildings, streets, water lines, sewer lines, power lines, parks, trails, open space etc.). The City's Budget Manager programmed that revenue for 50% of Station 10 project and 50% of the Training Center Improvements project.
- The Tabor excess revenue is the revenue collected in excess of the revenue growth limit established by the Tabor Amendment to the State Constitution passed in the 1990's by the voters. The City of Loveland citizens have on two or three occasions voted to allow the City to retain that revenue; however, the use is currently limited to use for Fire, Police, Parks and Streets. That money is tracked separately and over the last two years has grown in total to around \$14 million. This is considered "one-time" money because the calculation of excess revenue is done annually and fluctuates every year. Some years there are no excess revenues, which was certainly the case during the recession. As one time revenue, it is best matched with one time expenditures, (like apparatus purchases or construction). The Tabor Excess Revenue has been programmed for 100% of the Engine replacements and 50% of the training center improvements.

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### Process

The 2016 proposed budget is hereby presented to LFRA Board for consideration. The Budget Sub-Committee review the budget in detail on July 8, 2015 and agreed to recommend it move forward to the LFRA Board as presented. Staff will present it to the Loveland Fire Rescue Authority Advisory Commission at their August 12, 2015 meeting. July 29, 2015 is the LFRA Board public hearing to consider approving fees (with no increases) and consider the adoption of the 2016 budget. The Citizen's Finance Advisory Commission reviews the City of Loveland budget for reasonableness from the citizen's perspective September 8, 2015. A study session to acquaint the City Council and the public with the City's proposed budget will be held September 15, 2015. In October, the public has the opportunity to ask questions about the City's budget at the public hearing scheduled to be conducted on October 6, 2015. The Rural District Board will consider the LFRA budget on October 7, 2015. Then the City's budget is scheduled for second reading and adoption on October 21, 2015. The Rural District Board will appropriate the Loveland Rural Fire Protection Budget at their November 4, 2015 meeting. Finally with the governing partner contributions appropriated, the LFRA Board will appropriate the 2016 budget at the October 28, 2015 meeting.

The process for securing funding in 2016 and over the next ten years is a complicated but an achievable venture. The Loveland Rural Fire Protection District ten year plan has been updated based on this proposed budget. Consistent with the information shared with voters during the 2012 mill levy increase campaign, the Rural District will need an increase in the mill level, but instead of it being mandatory in 2016, it would be mandatory in 2018 with supplemental requests. A mill levy increase may be required if growth in the 2534 development doesn't generate at least \$560,000 in additional revenue. The successful implementation of this partnership has been a vision of the LFRA Board and the dedicated, hard work continues for an enduring organization.

### STAFF RECOMMENDATION

Adopt the 2016 Recommended Budget as presented.

### FINANCIAL/ECONOMIC IMPACTS

This action sets the budgetary authorization to make requests for contributions from partner organizations enabling the Fire Chief to administer all programs and services provided by the Loveland Fire Rescue Authority.

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### ASSOCIATED STRATEGIC GOALS

This budget is critical to delivering on the three primary goals outlined in the Strategic Plan:

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

LFRA would like 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, an organization moving from good to great and built to last.

### ATTACHMENTS

[Presentation Slides](#)

[Budget Summary](#)

[Supplemental Forms](#)

[Ten Year Financial Plan \(Revised to include the Supplemental Requests\)](#)

[Rural District Ten Year Financial Plan](#)

# 2016 Proposed Budget

July 29, 2015



# Budget Development Process

| LFRA<br>Historical Line Item Comparison at the Department Level<br>7/7/2015 |             |             |             |                           |                          |   |                             |             |             |             |
|---|-------------|-------------|-------------|---------------------------|--------------------------|---|-----------------------------|-------------|-------------|-------------|
| Segments  | 2012 Actual | 2013 Actual | 2014 Actual | 2015<br>Adopted<br>Budget | 2016<br>Proposed<br>Base | 2016<br>Proposed<br>Base Less<br>2015 Adopted<br>Budget | FY 2016 Financial Contracts |             |             |             |
|   | 2010 Budget | 2010 Actual | 2011 Budget | 2011 Actual               | 2012 Budget              | 2012 Actual   | 2013 Budget                 | 2013 Actual | 2014 Budget | 2014 Actual |

## Historical/Budget Performance

- Department level line item comparison
- Budget to Actual all line items all programs 2010 forward

| Extrication Equipment Inventory   |                  |             |             |             |             |             |             |             |             |             |      |
|---|------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|------|
| Loveland Fire Rescue Authority<br>Ten Year Budget Projection<br>Program: Vehicles and Apparatus |                  |             |             |             |             |             |             |             |             |             |      |
| Segments/Accounts   | 2015<br>Proposed | 2016<br>Est | 2017<br>Est | 2018<br>Est | 2019<br>Est | 2020<br>Est | 2021<br>Est | 2022<br>Est | 2023<br>Est | 2024<br>Est | 2025 |

## Program Needs for 8-10 Year Horizon

- Strategic Plan References
- Inventories for Equip Replacement
- Contracts/Commitments
- Program Paper Goals

Fun Fact:  
32 different  
programs  
most with  
different  
managers

| 2016 Loveland Fire Rescue Authority Budget |             |                 |                                     |                          |                              |                                  |                    |                         |                                    |                             |          |
|--|-------------|-----------------|-------------------------------------|--------------------------|------------------------------|----------------------------------|--------------------|-------------------------|------------------------------------|-----------------------------|----------|
| Fire Authority Fund                        |             |                 |                                     |                          |                              |                                  |                    |                         |                                    |                             |          |
| Segments/Accounts                          | 2014 Actual | 2015<br>Adopted | 2015<br>Revised<br>Budget<br>(June) | 2016<br>Proposed<br>Base | 2016 Proposed<br>Supplements | 2016 Total<br>Proposed<br>Budget | 2016 %<br>of Total | 2016<br>Prop to<br>2015 | 2016<br>Prop to<br>2015<br>Adopted | 2016<br>Proposed<br>Revised | % Change |

## Summarization

- Division
- Department
- Base and Supplemental
- Account Category

# Budget Development Process

Revenue

Historical Collections,  
Emphasizing 2014



City Building  
Dept & Rural  
District Info

2016  
Projection

Expenditures

Total  
Proposed  
Need



LFRA  
Generated  
Revenue

Net  
Expenditures

Contributions

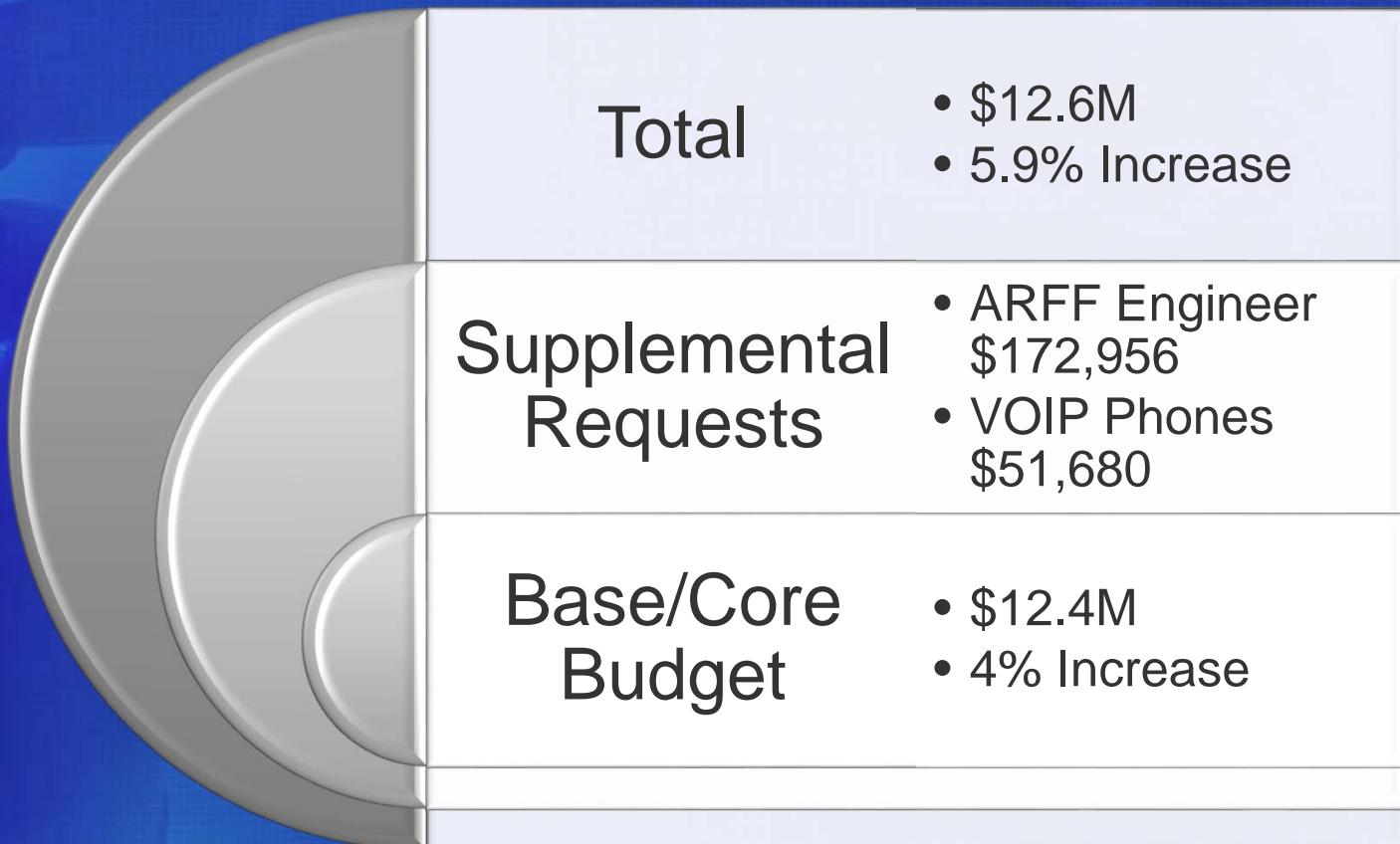
Net  
Expenditures

82% City

18% Rural



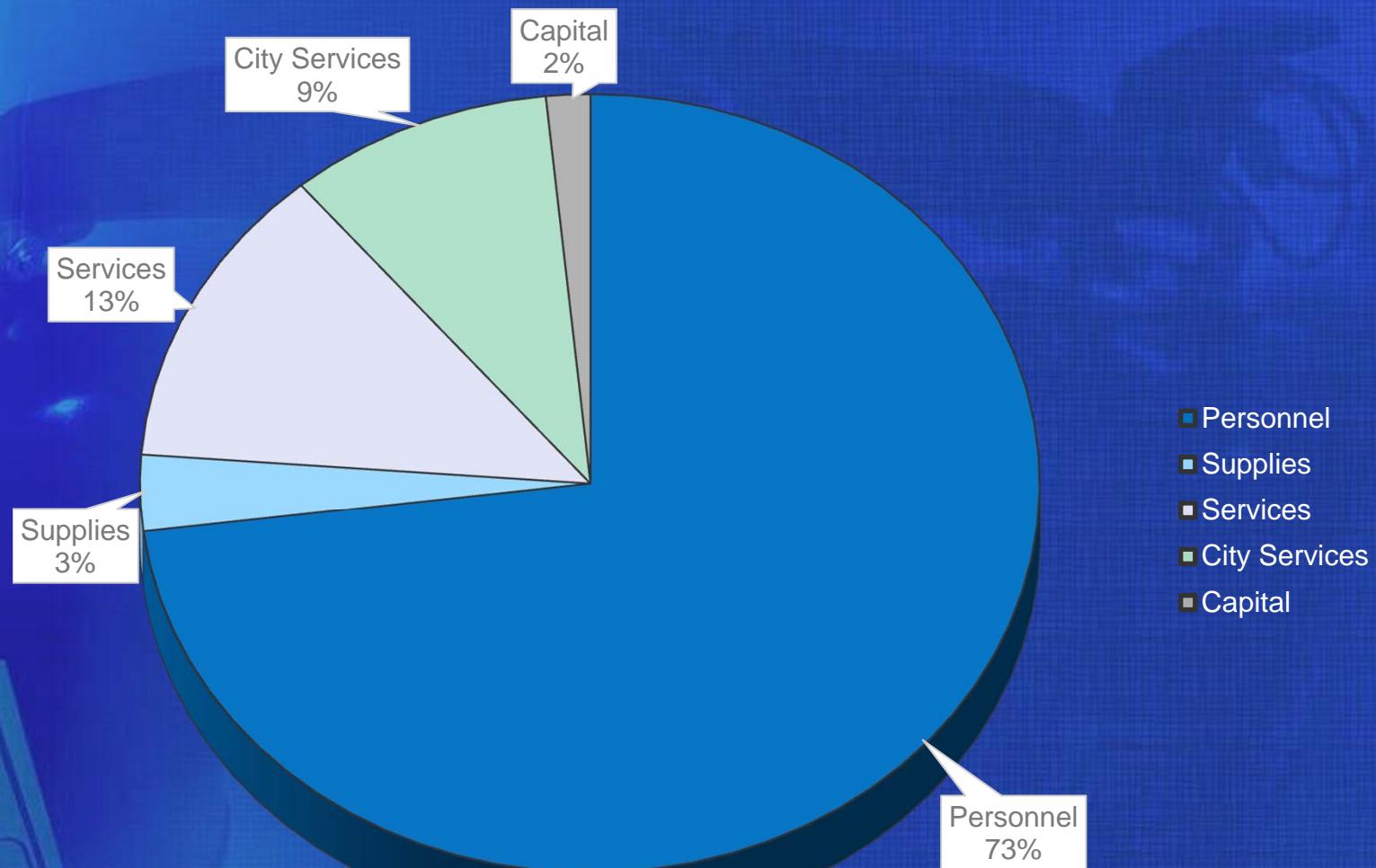
# 2016 Proposed Budget



*This presentation has been adjusted since the 7/8/15 presentation to the Budget Sub-committee by \$6 for the ARFF supplemental personnel costs to match the City's Budget Office*



# 2016 \$12.6M Proposed Budget



# Supplemental: Aircraft Rescue and Firefighting (ARFF) Program Engineer

- Full Year
- 1 FTE
- Address additional workload associated with new carriers
- Strategic Plan  
Page 93

| Description                   | Cost      |
|-------------------------------|-----------|
| Salaries                      | \$66,174  |
| Benefits/Taxes                | 18,590    |
| PPE/Uniforms                  | 6,610     |
| Office Furniture and Computer | 7,500     |
| Vehicle Maint & Replacement   | 11,862    |
| Fund Contribution             |           |
| ARFF Training/Certification   | 5,200     |
| Equip (Vehicle/SCBA/Radios)   | 57,020    |
| Total                         | \$172,956 |



# Supplemental: Voice Over Internet Protocol Phones

- Stations 3, 5, & 6
- Replace obsolete equipment with equipment other stations now have as a part of the City of Loveland system conversion
- Strategic Plan Pages 74 & 75

| Description  | Cost     |
|--|----------|
| Equipment and Installation:  |          |
| Station 3  | 13,940   |
| Station 5  | 14,770   |
| Station 6  | 15,537   |
| Training Center  | 7,698    |
| Monthly cost of a line to each Station less the savings on the existing the existing phone and fax lines | (265)    |
| Total  | \$51,680 |



# Revenue

- At this time LFRA is Proposing No Fee Changes in 2016 (reminder that fee changes occurred mid year 2015)
- \$181,025 (LFRA Generated Revenue: permits, training reimbursements, and special events)
- Partner Contribution on Net Budget (Total Expenditures less LFRA Generated Revenue)

| Contributions | 2016 Base   | 2016 Supplemental | 2016 Total   |
|---------------|-------------|-------------------|--------------|
| City          | \$9,989,220 | \$184,200         | \$10,173,420 |
| Rural         | \$2,203,855 | \$40,436          | \$2,244,291  |



# Comparison of 2016 Est. Costs in to Model Approved at 2015 Budget Approval to 2016 Proposed

|                      | 2015 Est. Basic Services Model | Proposed Budget 2016 | % Change |
|----------------------|--------------------------------|----------------------|----------|
| Base                 | \$12,413,329                   | \$12,374,100         | (.3%)    |
| Supplemental         |                                | 224,636              | 100.0%   |
| Total                | \$12,413,329                   | \$12,598,736         | 1.5%     |
| Change in total \$'s |                                | \$185,407            |          |

The Supplemental Requests for the ARFF Engineer and the VOIP phones were identified in the Strategic Plan as identified needs not yet funded at the time the 2012 financial plan was developed.



# City's Core Budget Comparison

| City Budget Office<br>Target/Core   | Proposed<br>Base | Difference |
|---|------------------|------------|
| \$12,363,972  | \$12,374,100     | \$10,128   |
| New Big Thompson Canyon Expenditure<br>covered 100% by the Rural District |                  | (\$11,100) |
| Excluding BTCVFD, under the Target  |                  | (\$972)    |



# Comparison to 2015 Originally Approved Budget

|                      | 2015 Adopted Budget | Proposed Budget 2016 | % Change |
|----------------------|---------------------|----------------------|----------|
| Base                 | \$11,896,420        | \$12,374,100         | 4.0%     |
| '16 Supplemental     |                     | 224,636              |          |
| Total                | \$11,896,420        | \$12,598,736         | 5.9%     |
| Change in total \$'s |                     | \$702,316            |          |



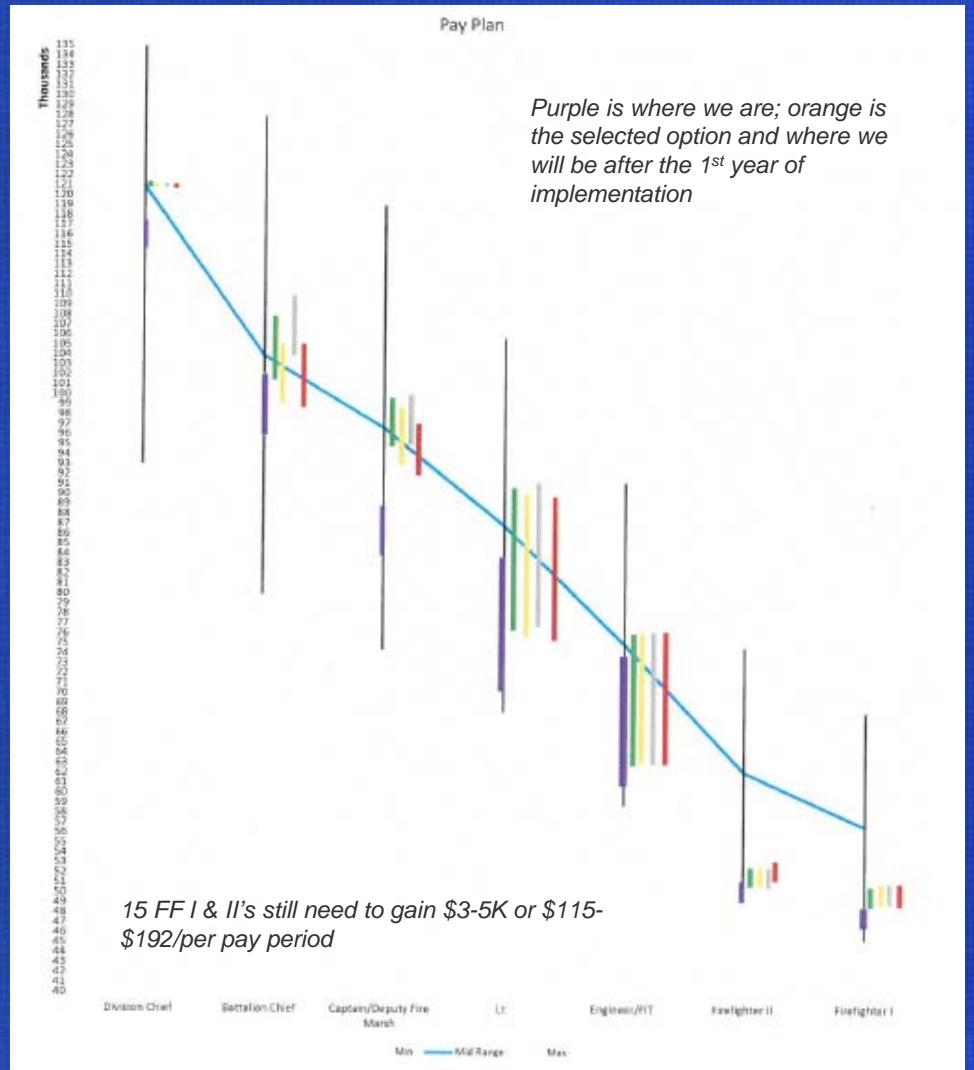
# List of Changes

(Strategic Plan reference in yellow)

|  |                    |                  |
|--|--------------------|------------------|
| Supplemental Requests for ARFF Engineer and the VOIP phones  | (pg. 74-75, 92-93) | 224,636          |
| Merit Pool at 3.5% of salaries (pg. 37)  |                    | 215,833          |
| Rank Compression Adjustment (\$110,356 Oprs, balance CSD & Adm, pg. 37)  |                    | 116,490          |
| Medical Leave Buy Out Estimate from the City's Budget Office (city policy, employee retention, pg. 37)   |                    | 45,847           |
| Medical Insurance (expecting a \$30k shortfall in the 2015 budget)   |                    | 50,584           |
| FICA and Retirement Change (based on items above)  |                    | 58,276           |
| OT Reduction (based on historical expenditures and reduction scenarios)  |                    | (37,230)         |
| Part Time Salaries (Inspector added mid-year with the CSD realignment in 2015, pg. 64-65)  |                    | 29,270           |
| Car Allowance (change in Chief compensation strategy, vehicle provided end of 2014)  |                    | (4,200)          |
| Other Personnel Expenditure Reductions (cell phone allowance, unemployment, heart & circulatory, perpetual on-call)  |                    | (8,977)          |
| Old Hire Contribution (first payment in years added mid year 2015 upon receipt of the actuarial report)  |                    | 5,300            |
| City Services (pg. 81)   |                    | 75,441           |
| Opticom Maintenance (pg. 81)   |                    | 10,000           |
| Net changes in Vehicle Maintenance and Vehicle Amortization (pg 42-44, 77)   |                    | 42,529           |
| Outside Legal Services (LFRA Board preference to eliminate conflicts of interest)  |                    | 30,000           |
| Reduction in Supplies (including equipment under \$5k per unit as a function of fluctuation in the planned equipment replacement, bunker gear/uniforms, pg 81)   |                    | (99,471)         |
| Capital Outlay compared to 2015 Adopted Budget (net change based on planned replacements given that there was a vehicle in 2015 for Training Lt.; although there is also a vehicle included in the request for the ARFF Engineer in the first line of this table, pg 81) |                    | (30,542)         |
| Communications Budget Reductions (based on historical expenditures and reductions scenarios)   |                    | (9,540)          |
| Tuition Assistance (based on first year uses; \$6k remains for 4 people at the max annual \$1,500)   |                    | (4,000)          |
| General Liability (pg 81)  |                    | (3,402)          |
| Net other changes (pg 81)  |                    | (4,528)          |
| <b>Total</b>   |                    | <b>\$702,316</b> |

# Rank Compression Adjustment

- Problem: lump sum merit raises two years for lower ranking employees that exceed employees in the next rank
- Target over 2 Yrs: 5% spread between highest paid in the lower rank and the lowest paid in the next (higher) rank
- Engineer rank anchor for the plan
- \$180,000 over two years (\$116k in 2016)
- Reductions made to absorb within the base/core budget – remaining balance included in the ten year plan for 2017



# Outstanding Issues

- OT versus adding Rovers
- Transition of the Part Time to Full Time Firefighter Program
- Amount of Acting Officer Time and Potential to Convert Roving Engineer Positions to Lt. Positions
- Building activity that could exceed CSD-Development Review and Permitting capacity
- Alerting System Upgrades for all stations and the City Communications Center
- NCRCN move to FRCC – if this occurs the additional cost is not known at this time
- Old Hire Pension program runs out of benefits money
- Museum (at the new Training Center)
- Fiber maintenance, if this is established as an Enterprise Fund the cost is unknown
- Impact of Oil & Gas fracking- neither fees or expenditures are included
- Technology solutions - incident reporting in ETI (coding for Berthoud and Big Thompson Canyon Volunteer Department, Red Zone Mapping
- Development of the new Training Center Property
- Regional EOC location and funding
- Maintaining assessed valuation now that property within the district has potential for revenue production

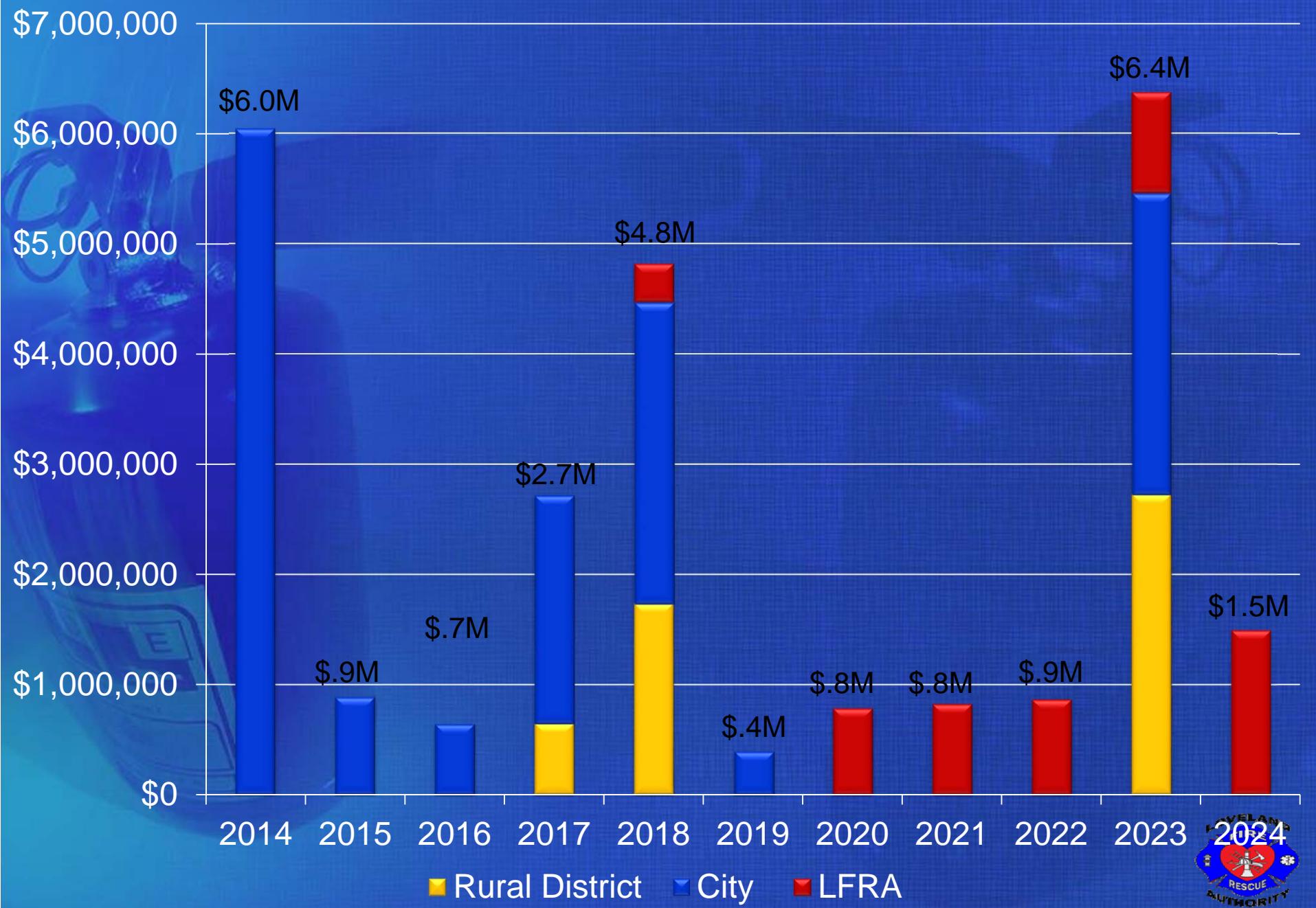


# Capital Improvements

(contributions on stations not yet negotiated, assumed at 50/50)

| Description   | 2016               | 2017               | 2018               | 2019             | 2020               | 2021               | 2022               | 2023               | 2024               |
|---|--------------------|--------------------|--------------------|------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| <b>Revenues and Accumulated Balances in Fire CEF:</b> |                    |                    |                    |                  |                    |                    |                    |                    |                    |
| Fire CEF Accumulated Balance                          | \$1,219,549        | \$1,649,729        | \$1,430,159        | \$25,719         | \$107,599          | \$621,159          | \$1,111,499        | \$1,640,679        | (\$515,951)        |
| City Cap Replace Fund (transfer from General Fund)    | 652,300            | 684,920            |                    |                  |                    |                    |                    |                    |                    |
| Tabor Excess Revenue                                  |                    | 695,610            | 810,610            |                  |                    |                    |                    |                    |                    |
| Fire CEF Annual Collections                           | 430,180            | 476,040            | 515,920            | 481,880          | 513,560            | 490,340            | 529,180            | 572,170            | 664,520            |
| Rural District Contribution (financing)               |                    | 651,100            | 1,739,750          |                  |                    |                    |                    | 2,728,800          |                    |
| LFRA Equip Replacement Contributions                  |                    |                    | 350,157            |                  | 792,864            | 832,508            | 874,133            | 917,840            | 1,501,932          |
| <b>Total Sources</b>                                  | <b>\$2,302,029</b> | <b>\$4,157,399</b> | <b>\$4,846,596</b> | <b>\$507,599</b> | <b>\$1,414,023</b> | <b>\$1,944,007</b> | <b>\$2,514,812</b> | <b>\$5,859,489</b> | <b>\$1,650,501</b> |
| <b>Projects:</b>                                      |                    |                    |                    |                  |                    |                    |                    |                    |                    |
| City Apparatus  | 652,300            | 684,920            |                    |                  |                    |                    |                    |                    |                    |
| Rural Apparatus                                       |                    | 651,100            |                    |                  |                    |                    |                    |                    |                    |
| LFRA Apparatus  |                    |                    | 350,157            |                  | 792,864            | 832,508            | 874,133            | 917,840            | 1,501,932          |
| Training Center                                       |                    | 1,391,220          | 1,391,220          |                  |                    |                    |                    |                    |                    |
| Station 10  |                    |                    | 3,079,500          | 400,000          |                    |                    |                    |                    |                    |
| Station 11  |                    |                    |                    |                  |                    |                    |                    | 5,457,600          |                    |
| <b>Total Projects:</b>                                | <b>\$652,300</b>   | <b>\$2,727,240</b> | <b>\$4,820,877</b> | <b>\$400,000</b> | <b>\$792,864</b>   | <b>\$832,508</b>   | <b>\$874,133</b>   | <b>\$6,375,440</b> | <b>\$1,501,932</b> |
| <b>Balance Forward</b>                                | <b>\$1,649,729</b> | <b>\$1,430,159</b> | <b>\$25,719</b>    | <b>\$107,599</b> | <b>\$621,159</b>   | <b>\$1,111,499</b> | <b>\$1,640,679</b> | <b>(\$515,951)</b> | <b>\$148,569</b>   |

## Apparatus and Station Funding



# Budget Process

| Activity  | Organization                              | Date               |
|---|---|--------------------|
| Presentation: Proposed Budget   | LFRA Board Sub-Committee                  | July 8, 2015       |
| Public Hearing and Consider Adoption of the LFRA Budget and Fees                      | LFRA Board                                | July 29, 2015      |
|   | Fire Rescue Authority Advisory Commission | August 12, 2015    |
| Citizen Review of City's Budget   | Citizen Finance Advisory Commission       | September 8, 2015  |
| Presentation of the City's Budget   | City Council Study Session                | September 15, 2015 |
| Public Hearing and First Reading of the City Budget, Approval of LFRA Budget and Fees | Regular City Council Meeting              | October 6, 2015    |
| Rural Budget, Approval of the LFRA Budget and Fees                                    | Regular Rural Board Meeting               | October 7, 2015    |
| Second Reading of the City Budget   | Regular City Council Meeting              | October 20, 2015   |
| Adoption of the LFRA Budget   | LFRA Board Meeting                        | October 28, 2015   |





# Questions?



**RESOLUTION #R-052**

**A RESOLUTION ADOPTING  
THE LOVELAND FIRE RESCUE AUTHORITY  
2016 BUDGET**

**WHEREAS**, the Loveland Fire Rescue Authority (“Fire Authority”) is authorized to adopt a budget to exercise its powers and carrying out its purposes 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's bylaws; and

**WHEREAS**, the Fire Authority seeks to adopt a budget to implement the Authority's 2012 strategic plan to properly address the future fire protection and emergency services needs of the community served by the Fire Authority; and

**WHEREAS**, the Fire Authority is required by Colorado Revised Statute 29-1-103(1) to adopt an annual budget; and

**WHEREAS**, the Fire Authority Board of Directors finds that it is in the best interests of the Fire Authority and necessary for the health, safety and welfare of the community it serves to adopt the 2016 Budget.

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

**Section 1.** That the 2016 Loveland Fire Authority Budget, attached hereto as Exhibit A and which has been filed with the Fire Authority Administrative Office in its entirety for the fiscal year beginning January 1, 2016 and ending December 31, 2016, with revenues and estimated fund balance in the amount of \$12,598,736, and expenditures of \$12,598,736 for operations, is hereby adopted.

ADOPTED this 29th day of July, 2015.

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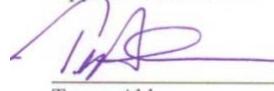
Jeffrey M. Swanty, Chairperson

ATTEST:

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Secretary

Approved as to form:



Teresa Abiao  
Assistant City Attorney

## 2016 Loveland Fire Rescue Authority Budget

| Fire Authority Fund   |              |                            |                    |                           |                            |                 | % Change                  |                           |  |
|---|--------------|----------------------------|--------------------|---------------------------|----------------------------|-----------------|---------------------------|---------------------------|--|
| 2014 Actual   | 2015 Adopted | 2015 Revised Budget (June) | 2016 Proposed Base | 2016 Proposed Supplements | 2016 Total Proposed Budget | 2016 % of Total | 2016 Prop to 2015 Adopted | 2016 Prop to 2015 Revised |  |
| <b>Revenues:</b>  |              |                            |                    |                           |                            |                 |                           |                           |  |
| Taxes (General Fund Revenue)                                    |              |                            |                    |                           |                            |                 |                           |                           |  |
| Charges for Services (Permits)                                  |              |                            |                    |                           |                            |                 |                           |                           |  |
| Intergovernmental:  |              |                            |                    |                           |                            |                 |                           |                           |  |
| City  | 202,421      | 158,210                    | 158,210            | 166,050                   | 166,050                    | 1.3%            | 5%                        | 5%                        |  |
| Rural District  | 8,476,899    | 9,568,750                  | 9,988,576          | 9,989,220                 | 184,200                    | 10,173,420      | 80.7%                     | 6%                        |  |
| Other (Grants, Other Agency Deployments, Interest)              | 1,860,783    | 2,100,460                  | 2,192,617          | 2,203,855                 | 40,436                     | 2,244,291       | 17.8%                     | 7%                        |  |
| Total Revenues  | 233,577      | 69,000                     | 69,000             | 14,975                    |                            | 14,975          | 0.1%                      | -78%                      |  |
|   | \$10,773,680 | \$11,896,420               | \$12,408,403       | \$12,374,100              | \$224,636                  | \$12,598,736    | 100.0%                    | 6%                        |  |
| <b>Expenditures by Account Class:</b>                           |              |                            |                    |                           |                            |                 |                           |                           |  |
| Personnel (Salaries and Benefits)                               | 8,038,469    | 8,686,540                  | 8,727,490          | 9,158,881                 | 84,764                     | 9,243,645       | 73%                       | 6%                        |  |
| Supplies  | 476,268      | 455,020                    | 556,818            | 355,549                   | 15,830                     | 371,379         | 3%                        | -18%                      |  |
| Services (Includes City Indirect Service)                       | 2,103,228    | 2,637,420                  | 2,802,245          | 2,772,772                 | 16,797                     | 2,789,569       | 22%                       | 6%                        |  |
| Capital   | 155,715      | 117,440                    | 321,850            | 86,898                    | 107,245                    | 194,143         | 2%                        | 65%                       |  |
| Total Expenditures  | \$10,773,680 | \$11,896,420               | \$12,408,403       | \$12,374,100              | \$224,636                  | \$12,598,736    | 100%                      | 6%                        |  |
| % change  |              |                            |                    |                           |                            |                 |                           |                           |  |
| Excess or Deficiency of Revenues Over or Under Expenditures (1) | 0            | 0                          | \$0                | \$0                       | \$0                        | \$0             |                           |                           |  |
| Fund Balance (Beginning January 1)                              | 17,397       | 17,397                     | 17,397             | 17,397                    |                            | 17,397          |                           |                           |  |
| Fund Balance (Ending December 31)                               | 17,397       | 17,397                     | 17,397             | 17,397                    |                            | 17,397          |                           |                           |  |
| <b>Expenditures Restated by Service Division:</b>               |              |                            |                    |                           |                            |                 |                           |                           |  |
| Fire Operations   | 8,359,298    | 9,333,250                  | 9,641,578          | 9,765,623                 | 224,636                    | 9,990,259       | 79%                       | 7%                        |  |
| Community Safety  | 619,254      | 678,210                    | 692,760            | 734,171                   |                            | 734,171         | 6%                        | 8%                        |  |
| Admin Division w/o City Admin                                   | 743,518      | 782,250                    | 971,355            | 696,155                   |                            | 696,155         | 6%                        | -11%                      |  |
| Administrative Services Provided by the City                    | 1,051,610    | 1,102,710                  | 1,102,710          | 1,178,151                 |                            | 1,178,151       | 9%                        | 7%                        |  |
| Total Expenditures  | \$10,773,680 | \$11,896,420               | \$12,408,403       | \$12,374,100              | \$224,636                  | \$12,598,736    | 100%                      | 6%                        |  |
| <b>Full Time Equivalent Employees:</b>                          |              |                            |                    |                           |                            |                 |                           |                           |  |
| Full Time Employees- Benefited                                  | 81.0         | 83.0                       | 83.0               | 83.0                      | 1.0                        | 84.0            | 92.7%                     |                           |  |
| Part Time Employees - Benefited                                 | 0.0          | 0.0                        | 0.0                | 0.0                       |                            | 0.0             | 0.0%                      |                           |  |
| Part time Employees - Non-Benefited                             | 6.1          | 6.1                        | 6.6                | 6.6                       |                            | 6.6             | 7.3%                      |                           |  |
| Total   | 87.1         | 89.1                       | 89.6               | 89.6                      | 1.0                        | 90.6            | 100.0%                    | 2%                        |  |
|   |              |                            |                    |                           |                            |                 |                           |                           |  |

(1) City's contribution during the year was net of the advance to cover cash flow related to grant receipts in the previous year (draw down fund balance) and the balance has been retained since.

## Supplement Request Form

**For Year:** 2016      **Priority 1**  
**Department:** Loveland Fire Rescue Authority  
**Division:** Operations

Type of Supplement: (Check one box only)

Improvement (new or enhanced service level)  
 Revenue generating  
 Workload requirement  
 Mandated (attach copy of law or regulation mandating the service)

Describe what is to be funded: **ARFF Program Engineer** (Page 93 of Strategic Plan)

**Expenses:**

| Operations & Capital:   | Recurring | One-Time | Total Cost |
|---|-----------|----------|------------|
| Operating (supplies, purchased services, equipment < \$5,000) | 11,862    | 21,030   | 32,892     |
| Capital (equipment > \$5,000)                                 |           | 55,300   | 55,300     |
| Total Cost:   | 11,862    | 76,330   | 88,192     |

| Personnel:    | FTE Increase | Annual Salaries | Benefits* | FICA | Retirement |
|---------------|--------------|-----------------|-----------|------|------------|
| Benefitted    | 1.0          | 66,174          | 10,890    | 960  | 6,740      |
| Nonbenefitted |              |                 |           | -    | -          |
| Total Cost:   | 1            | 66,174          | 10,890    | 960  | 6,740      |

\* Use benefit estimates contained in the Budget Prep Manual

**Total Supplement:** **172,956**

If there are any one-time costs included in this request, describe what they are: see the second page of this document

Revenue generated by funding this request      172,956 City=\$138,540      Rural=\$30,410

Explain how the revenue will be generated: 82% City/18% Rural Board Contribution per IGA

Is the total cost a full-year cost?  Yes  No  
 If no, what is the annualized cost and the phase-in schedule:

Provide justification for this request: See attached

Identify impact if supplement is not funded: With two carriers probable at the airport we are required to cover standbys and the estimate for additional OT (min 5 standbys a week for each carrier for 52 weeks X 2.5 hours per standby X avg eng OT rate of \$33.70 = **\$43,810**) Plus we would need to send 6 personnel at \$450 a person for live burn training (**\$2,700**) plus their OT to attend and the cost to backfill their position (**\$8,200**). We would need an additional **\$54,610**. There would be a problem getting people to fill the standbys and we would have no additional coverage (see the justification narrative attached).

If applicable, explain how this service or workload is currently being provided: see above

**Line Item Detail for Operations and Capital for the Request (leave out personnel):**

| Account               | Description   | Amount        |
|-----------------------|---|---------------|
| 604-22-224-1630-42025 | Uniforms and Bunker Gear  | 6,610         |
| 604-22-226-1641-49399 | Radios  | 8,300         |
| 604-22-226-1644-42097 | SCBA (Regulator & 2 face pieces)  | 1,720         |
| 604-22-226-1646-42015 | Computer  | 3,000         |
| 604-22-225-1620-42012 | Office Setup at Stat 4  | 4,500         |
| 604-22-226-1647-49399 | Other Capital (½ ton 4X4 pickup with average emergency response equipment and gear) | 47,000        |
| 604-22-226-1647-43534 | Vehicle Maintenance per Fleet Manager   | 5,000         |
| 604-22-226-1647-43654 | Vehicle Amortization (replacement value in 2026/10 years)                           | 6,862         |
| 604-22-225-1620-43270 | Training (40 hour course in Salt Lake or Dallas)                                    | 5,200         |
| <b>Total:</b>         |   | <b>88,192</b> |

|                       |  | Rounding              |
|-----------------------|--|-----------------------|
| 604-22-224-0000-41011 | Salaries                                 | 61,272                |
| 604-22-224-0000-41021 | OT (8%)                                  | 4,902                 |
| 604-22-224-0000-41543 | Insurance                                | 10,890                |
| 604-22-224-0000-41544 | FICA (1.45%)                             | 960                   |
| 604-22-224-0000-41545 | Retirement (11%)                         | 6,740                 |
|                       | Total                                    | <hr/> \$84,769        |
| <b>Grand Total</b>    | <b>Personnel Costs + Equipment Costs</b> | <b><hr/>\$172,961</b> |

Justification: See attached document

## Supplement Request Form

**For Year:** 2016      **Priority 2**  
**Department:** LFRA  
**Division:** Operations

**Type of Supplement:** (Check one box only)

Improvement (new or enhanced service level)  
 Revenue generating  
 Required to Maintain Current Service Level  
 Mandated (attach copy of law or regulation mandating the service)

Describe what is to be funded: Voice Over Internet Protocol Phone installations at the Training Center, Station 3, Station 5, and Station 6. These were not included in the Information Technology Department conversion project because the Loveland Fire Department bought the phones originally. This would fall under the Communications improvements initiatives in the Strategic Plan ( see pages 74 and 75).

**Expenses:**

**Operations & Capital:**

Operating (supplies, purchased services, equipment < \$5,000)

Capital (equipment > \$5,000)

Total Cost:

|  | Recurring | One-Time | Total Cost |
|--|-----------|----------|------------|
|  | (265)     |          | (265)      |
|  |           | 51,946   | 51,946     |
|  | (265)     | 51,946   | 51,680     |

**Personnel:**

Benefitted  
Nonbenefitted

Total Cost:

|  | FTE Increase | Annual Salaries | Benefits* | FICA | Retirement |
|--|--------------|-----------------|-----------|------|------------|
|  |              |                 |           | -    | -          |
|  |              |                 |           | -    | -          |
|  | 0.00         | -               | -         | -    | -          |

\* Use benefit estimates contained in the Budget Prep Manual

**Total Supplement:**

**51,680**

If there are any one-time costs included in this request, describe what they are: all one time costs with some minor savings. See below on itemized listing of expenditures.

Revenue generated by funding this request: \$ 0

Explain how the revenue will be generated:

Is the total cost a full-year cost?  Yes  No

If no, what is the annualized cost and the phase-in schedule:

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Provide justification for this request: One CenturyLink OPX circuit would be removed (provides the city extension with their current system) at each station. The city extension would then run through the Avaya phone switch. Cost per line per station:

- Station 3      \$64.64/month
- Station 5      \$64.64/month
- Station 6      \$62.60/month

Each station also has a custom ring number for their fax line at a cost of \$7.45/month that would also be replaced with a city phone number.

So LFRA would save about \$214 total monthly on the three phone lines and fax lines or \$2,568. Two additional benefits would be:

1. LFRA would have equipment that is under maintenance contract, and so if a phone switch had issues Sturgeon would not have to come out for Stations 3 and 6. Also the contractor that installed the switch at FS 5 is now retired, so it is not known who would maintain that system. If moved to VOIP, all the equipment is under maintenance with Sof-Tech.

2. The move to VOIP would position LFRA to use video conferencing in the not too distant future.

See quote documents obtained by the IT Director attached.

Identify impact if supplement is not funded: See above related to maintenance of existing system

If applicable, explain how this service or workload is currently being provided: See above

**Line Item Detail for Operations and Capital for the Request (leave out personnel):**

| Account               | Description     | Amount        |
|-----------------------|-----------------|---------------|
| 604-22-226-1641-49399 | Training Center | 7,698         |
|                       | Station 6       | 15,537        |
|                       | Station 5       | 14,770        |
|                       | Station 3       | 13,941        |
| 604-22-226-1641-43645 | Net savings of  | (265)         |
|                       |                 |               |
|                       |                 |               |
|                       | <b>Total:</b>   | <b>51,680</b> |

**Loveland Fire Rescue Authority Basic Services Plan-Operations Segment Only**

Assumption for Annual Cost Escalator: 3.5% generally

Revised for the 7/29/15 LFRA Board Meeting to Include Supplements that the Budget Subcommittee Recommended on 7/8/15

7/22/2015

**Current Level of Service Budget:**

City Fire Service Operations Only (starting 2017 all apparatus amortization included in supplemental section)

Indirect/Full Costing Expenditures

Full Cost of Fire Services (linked to program budgets that have planned equipment inventory replacements identified)

Less Revenue the Fire Service Generates

Expenditures less Revenue for Net Expenditure and Contribution

Calculation

|                     | 2016                | 2017                | 2018                | 2019                | 2020                | 2021                | 2022                | 2023                | 2024 |
|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|------|
| \$11,195,949        | \$12,339,723        | \$12,834,470        | \$13,277,622        | \$13,766,649        | \$14,313,349        | \$14,773,207        | \$15,343,754        | \$16,050,086        |      |
| 1,178,151           | 1,262,065           | 1,306,237           | 1,351,955           | 1,399,274           | 1,448,248           | 1,498,937           | 1,551,400           | 1,605,699           |      |
| <b>\$12,374,100</b> | <b>\$13,601,788</b> | <b>\$14,140,707</b> | <b>\$14,629,578</b> | <b>\$15,165,923</b> | <b>\$15,761,598</b> | <b>\$16,272,144</b> | <b>\$16,895,154</b> | <b>\$17,655,785</b> |      |
| 181,025             | 187,361             | 193,919             | 200,706             | 207,730             | 215,001             | 222,526             | 230,314             | 238,375             |      |
| <b>\$12,193,075</b> | <b>\$13,414,427</b> | <b>\$13,946,789</b> | <b>\$14,428,872</b> | <b>\$14,958,193</b> | <b>\$15,546,597</b> | <b>\$16,049,618</b> | <b>\$16,664,840</b> | <b>\$17,417,410</b> |      |

**Future Expansion Estimates:**

Additional costs for the FA (workers comp, prop./casualty) after first five transitional years where employees and property would be retained by the City and the District

62,324 64,505 66,763 69,100 71,518 74,021 76,612 79,294

**Phase I**

Six Firefighters (full year Station 6 Expansion) in 2013

Part Time Firefighter Prog (hourly rate change &amp; gear)

Public Safety Administrative Director Position (added in 2012)

Plans Reviewer (future years include part timer portion that was netted out in the first year because that part timer has been excluded from future years in the base budget) in 2013

LT for Community Safety Division half a year in 2013

Command Vehicle Replacement (2013)

102,207

Small Equipment Replacements and Annual Contribution to Apparatus Replacement (\$575k+Aerial Refurb amortization is included in the base)

**Phase I Supplemental Total**

\$0 \$0 \$0 \$0 \$0 \$102,207 \$0 \$0 \$0

**Phase II**

Six Firefighters (half of a year in 2014)

Three LT's and Six Engineer Promotions (half of a year in 2014)

Training Firefighter

incorporated in the base

**Phase II Supplemental Total**

\$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0

**Phase III**

Administrative Assistant (1 in 2016)

incorporated in the base

ARFF Engineer

VOIP Phones

**Phase III Supplemental Total**

172,956 102,872 106,232 109,710 113,310 117,035 120,891 124,882 129,013

51,680

\$224,636 \$102,872 \$106,232 \$109,710 \$113,310 \$117,035 \$120,891 \$124,882 \$129,013

**Phase IV (Revised for Building Station 10 in 2018 rather than 2016)**

Nine (full year station 10) + three rovers (full year, system wide)= 12 full year--Station 10 staffing shifted from Phase III

1,158,273 1,198,813 1,240,771 1,284,198 1,329,145 1,375,665

Three LT's and Six Engineer Promotions in 2019 (full year) Station 10 staffing shifted from Phase III

106,637 110,369 114,232 118,230 122,368 126,651

Facilities Costs for the new station (\$6.14 2012 facilities costs per square foot inflated out to 2019 would be \$7.81 X 9,000 square feet)

70,290 72,750 75,296 77,932 80,659 83,482

**Phase IV Total**

\$0 \$0 \$0 \$1,335,200 \$1,381,932 \$1,430,300 \$1,480,360 \$1,532,173 \$1,585,799

**Total Future Expansion Estimates**

\$224,636 \$165,196 \$170,737 \$1,511,673 \$1,564,341 \$1,721,060 \$1,675,273 \$1,733,667 \$1,794,105

**Total Expected Annual Expenditures**

\$12,598,736 \$13,766,983 \$14,311,444 \$16,141,251 \$16,730,264 \$17,482,658 \$17,947,417 \$18,628,821 \$19,449,890

1.0 12.0

**Partner Contributions Calculation: (revenue lines in the LFRA**

Future Fire Authority Net Budget Estimate (Full Cost less Revenue

Generated)

\$12,417,711 \$13,641,946 \$14,182,031 \$16,007,308 \$16,591,634 \$17,441,382 \$17,798,912 \$18,475,119 \$19,290,809

City (Contribution of Net Budget at 82%; 2016 net expenditures are less \$11,100 BTCVFD expenses that are 100% Rural District)

10,173,421 11,186,396 11,629,266 13,125,993 13,605,140 14,301,933 14,595,108 15,149,598 15,818,463

Rural (Contribution of Net Budget at 18%-Amount that should show up in the Rural Districts City Contract line; 2016 number includes \$11,100 for BTCVFD at 100% Rural )

2,244,290 2,455,550 2,552,766 2,881,315 2,986,494 3,139,449 3,203,804 3,325,521 3,472,346

**City Contribution Less 82% of Indirect Services Provided by the City: (expenditure lines in the City Budget)**

City (Contribution of Net Budget at 82%, adjusted for command vehicle that is 100% Rural in 2013)

\$10,173,421 \$11,186,396 \$11,629,266 \$13,125,993 \$13,605,140 \$14,301,933 \$14,595,108 \$15,149,598 \$15,818,463

Indirect Services times 82%

\$966,084 \$1,034,893 \$1,071,114 \$1,108,603 \$1,147,405 \$1,187,564 \$1,229,128 \$1,272,148 \$1,316,673

City Contribution Less 82% of Indirect Services Provided by the City: (Amount that Should show up in the City's General Fund Finance Master Plan)

\$9,207,337 \$10,151,503 \$10,558,151 \$12,017,389 \$12,457,735 \$13,114,370 \$13,365,980 \$13,877,450 \$14,501,790

## Agenda Item Cover

Item No.: 6

Meeting Date: July 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.

- June Overview
- LFRA Maturation
- 2016 Budget Development
- Social Media Outreach
- CSD Public Affairs Officer Assignment
- July 4<sup>th</sup> Breakfast Revival
- Retirement – Phil Thrasher
- Operations Division Highlights
- Community Safety Division Highlights
- 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 June monthly report that was electronically distributed to all governing board members (LFRA, City and Rural District). The July report will be distributed electronically by the first week in August.

### STAFF RECOMMENDATION

N/A

### FINANCIAL/ECONOMIC IMPACTS

N/A

### ASSOCIATED STRATEGIC GOALS

N/A

### ATTACHMENTS

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



# Loveland Fire Rescue Authority

## June 2015 Month-End Report

### Fire-Rescue Administrative Division

#### **Chief Mark Miller and Public Safety Administrative Director Renee Wheeler**

##### **June 2015 overview -**

The beginning of June was, well, let's just say WILD! The first week of June saw severe thunderstorms almost daily. Additionally, a devastating, tornado ripped through a residential area west Berthoud. That was unusual in and of itself, and we are grateful there were no serious injuries or fatalities. Once again, Loveland was able to avoid any substantial flooding, although we had reports of some basement flooding and minor street flooding. We stood up the Emergency Operations Center on two occasions, albeit limited, we were readied should the situation dictate. A great thank you to my staff and our Emergency Manager, Captain Pat Mialy, for standing ready to serve.

We (Renee Wheeler) have been busy developing the 2016 budget and at this point we are preparing for some supplemental increases to take care of increased incident activity and administrative work load. As always, LFRA staff are keeping us on the path of *Enduring Greatness*. I continue to be proud and honored to be a part of this incredible organization.

*Highlights* of the June report include; LFRA maturation update; 2016 Budget development; Social Media outreach; Public Affairs Officer; July 4<sup>th</sup> breakfast revival; Retirement of Phil Thrasher.

##### **LFRA Maturation -**

As mentioned previously, we are meeting twice a month with the LFRA workgroup consisting of representatives from legal (internal and external) HR, City Manager, LFRA Board Chairman, and LFRA management and three LFRA Captains, and Rural District. The main objective is conversion of all fire department employees to be under the Authority. Of course, this is a complex matter involving many details. The goal is to have the employee conversation process complete by October 2015.

Julia Holland has been working through a contract process to initiate a Health and Welfare Trust for employee health benefits that will allow all LFRA employees to maintain the exact same benefits (and cost) they currently enjoy with the City of Loveland. Renee is continuing work with payroll administration, and our outside legal representation is working to review all Administrative Regulations and all LFRA Incident and General Guidelines. On June 24<sup>th</sup>, the LFRA Board will review revisions to the Fire Chief Employment Agreement.

##### **2016 Budget Development -**

Budget development is in full swing. Several schedules have been updated for historical trend analysis: revenue collections, budget-to-actual variances by line item at the department level and the program level, phone line expenditures, fleet charges, city service allocations, cost recovery, and personnel projections.

Renee has met with all of the program managers to discuss program goals; equipment inventories and replacement planning for the next ten years; variances to the program resources needs, compared to the existing ten year plan; and historical spending comparisons to test the reasonableness of the projected expenditures. A DRAFT budget is complete, and is currently being reviewed by department Command Staff. A considerable amount of time has been spent reducing line items, using the strategies identified during the Reduction in Food Sales Tax effort, to address 2016 challenges within the existing resources.

Renee attended the Government Finance Officers Association conference in June and brought back a wealth of information in regards to financial information transparency, capital planning, strategic planning, compliance with the new “super-circular” for federal funds, updates on accounting standards, public private partnerships for funding infrastructure, disaster readiness, and governmental resiliency.

### **Social Media Outreach**

Never underestimate the power of Social Media! As mentioned earlier in this report, the beginning of June, with the crazy weather we experienced kept crews busy with responding to a variety of weather related incidents. As such, we maintained a very intentional updating of our LFRA Facebook page as well as the LFRA Twitter page. The week of June 1<sup>st</sup> – 7<sup>th</sup> saw a remarkable increase in Facebook activity. For example, weekly total outreach increased by over 5000% to 241,072 people! Additionally, “people engaged” increased by over 9000% to 44,800! Wow...we are amazed by the number of people we were able to connect with and who appreciated LFRA insight and incident/weather updates by following our Tweets and Facebook postings.

### **CSD Public Affairs Officer Assignment**

LFRA Community Safety Division member Scott Pringle, has been assigned to the position of LFRA Public Affairs Officer (PAO) as of June 15<sup>th</sup>. Scott has managed the Public Education and Safety activities for CSD/LFRA for several years building an excellent program and awesome community outreach. In an effort to realign duties and create efficiencies, we created a PAO position that will be responsible for disseminating Public Information, conducting building inspections and a variety of related duties. This realignment will allow us to hire a part-time Fire Inspector to help with the incredible workload we are experiencing due to the increased building activity in Loveland.

### **July 4<sup>th</sup> Breakfast Revival –**

*It's back!* The long standing tradition of having a July 4<sup>th</sup> breakfast at fire station 2 for fire department members and family, has been revived. For many years the department had the sole responsibility of shooting off fireworks for Loveland. The day typically started with a breakfast hosted by the Rural District. The fireworks show was handled entirely by paid and volunteer members of Loveland Fire until 2005 when we made the decision to hire a professional pyro technician to choreograph the show. The breakfast tradition went away as well. However, Engineer Ben Andersen suggested we bring back the breakfast tradition as a way to get the members together for some comradery and fellowship. We are glad Ben made the suggestion and the Rural District and Local 3566 are hosting the event. We will look forward to a great gathering of friends and family and the continuance on of an old tradition.

**Retirement –**

Long time COL/LFRA employee, Engineer Phil Thrasher, will be retiring the end of this month. Phil has been with the department for nearly 20 years. He is well respected, a great asset, excellent Engineer, and a committed member of the department's Honor Guard for many years. Phil and his wife Jan sold their home in Loveland (in two days) and are beginning a new chapter in their lives, and moving to Montana. We will miss them and wish them the best in this new adventure. Good Luck, Phil and Jan!

## Fire-Rescue Operations Division

Division Chief Greg Ward / Battalion Chief Tim Smith

June 2015

### Significant Events / Training

- LFRA hosted the Marine Corps League for a flag retirement ceremony at the Training Center. LFRA is proud to assist with the proper retirement of US Flags several times throughout the year.
- Battalion Chief Smith, Lieutenant Clark and Lieutenant Hessler attended a three day wide area disaster search class at West Metro Fire Rescue.
- The Special Operations Team conducted a full-team swiftwater rescue training day.
- LFRA played a huge role in the success of the 3<sup>rd</sup> annual Honoring Traditions, Leading Change Conference that is hosted by the Laramie County Fire District 2 in Cheyenne. Captain Gilbert presented a Blue Card overview and Battalion Chief Smith, Battalion Chief Starck, Lieutenant Adent and Engineer Klinger instructed the basic urban search and rescue course. Five members, including a member of the Canyon Battalion attended an eight hour heavy vehicle extrication course.

### Training Center Utilization

|                                 |                                     |
|---------------------------------|-------------------------------------|
| Front Range Fire Authority      | Aims Community College Fire Academy |
| Thompson Valley EMS             | Loveland Public Works               |
| Larimer County Sheriff's Office | SVI Trucks                          |

### Significant Incidents

- LFRA crews responded to the area of County Road 23 and Blue Mountain Avenue in the Southwest portion of Berthoud's Fire District during the Berthoud Tornado. Crews conducted search operations, hazard control and building assessments for a period of just over 16 hours. Members of LFRA's Command Staff functioned as part of the Incident Command Team. Other Fire/Rescue response agencies included units from the Berthoud Fire District, Longmont Fire, Mountain View Fire District, Poudre Fire Authority, Front Range Fire Authority, Frederick-Firestone Fire District, Windsor-Severance Fire Rescue and Thompson Valley EMS.
- Just before 0100 on June 16<sup>th</sup>, LFRA was dispatched to a multi-family structure fire on East 13<sup>th</sup> Street. The dispatcher relayed reports that a victim was trapped inside the apartment that was on fire. The first arriving LFRA apparatus reported a working fire on the first floor, in the center of a two story apartment building. The officer reported hearing the victim calling for help. The engine company advanced an attack-line into the structure, they were quickly followed by the members of Rescue 2. The fire was located and controlled quickly allowing Rescue 2 to advance beyond the fire area and rescue the victim. The victim was transported by TVEMS to McKee and was later transferred to the Burn Unit at Northern Colorado Medical Center. The fire cause was determined to be accidental, fire damage was limited to the apartment of origin.
- On June 18<sup>th</sup> shortly after 18:00 LFRA responded to a person trapped and sinking in the sand in the Big Thompson River near the Thompson Ponds at I-25 and the Big Thompson River. While en route the dispatch notes initially stated the person was trapped up to his waist but later updated to now one leg was freed. LFRA personnel used a hydraulic wand and the physical removal of sand from around the individuals trapped leg. The person was freed in approximately 20 minutes.
- LFRA responded to a Dive Rescue incident on June 22<sup>nd</sup> where two people were tubing on the Big Thompson River and were unaware of the low-head dam "water hazard" east of Wilson Ave. approximately a ¼ mile. The two people suffered minor injuries including a back injury when they fell over the low-head dam and became stranded on an island by the river. LFRA crews used a Rapid

Deployment Craft (RDC) with ropes and Swiftwater Technicians to get the people back across the river. The individuals were treated and released from a local hospital.

### Apparatus Updates

- The new Aircraft Fire Rescue Truck is in the final steps of production, the final inspection is scheduled for mid-August.
- SVI continues to work on the refurbishment of Ladder 6, they are making great progress toward the September completion date.
- Two new pickup trucks are on order, one is a replacement for a SUV that is at the end of its lifecycle and the other truck is for the added Lieutenant position in the Training Battalion. The pickup trucks will be assigned to a shift Battalion Chief and the Training Battalion Chief.



**LFRA SOT Personnel Operating at the Berthoud Tornado**



**Swiftwater Rescue Training**



**Vehicle Extrication Training**



Retire Phoenix Chief Brunacini in Cheyenne / Engineer Waldorf being interviewed by Cheyenne News 5



Individual trapped in the sand in the Big Thompson River near Thompson Ponds. Engine 3 and Rescue 2 working to free the person.



Swiftwater incident on June 22<sup>nd</sup>. ↑↓





Community Safety Division  
Division Chief, Ned Sparks  
June, 2015

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

- ❖ **The Lincoln Hotel has completed the installation and testing of the Fire Sprinkler system.** Minor code violations are going to be resolved and inspection on June 29 or 30. I want to thank all of the people from CSD staff, Development Services, Legal and to both FRAC and City Council for their work and support – **this is a big deal for the safety of the occupants of the building and for the continued redevelopment of the old town part of Loveland!**

**I am forgoing the usual monthly highlights to share the CSD reorganizational plan.**

Beginning on June 13th, 2015 changes were made in CSD to alter the direction of the division. We are continuing to find the best method to utilize staff and altering roles/responsibilities to meet the needs of the community and the safety of our firefighters. Changes in the division are a work in progress and will continue to be as we strive to find the best use of the staff. Deputy Fire Marshal Dann is the second in command of the division based on her technical expertise and experience. Deputy Fire Marshal Pringle has taken a new position called Public Affairs Officer - a combination of Public Educator and Public Information Officer. Engineer Drage is in a rotational position overseeing Accreditation and the Hazmat program. We will be utilizing the line Fire Inspection Technicians for simple inspections – liquor license inspections, fireworks stands, Christmas tree stands, tent permits, etc. We will also be hiring a half time inspector to help with new construction and remodel compliance. I am including a list of staff and duty assignments.

**Division Chief, Ned Sparks** – Oversee the office and staff by providing vision for the Community Safety Division. Develop work plans to meet the direction set by the Fire Chief and the Strategic Plan. Work with the Executive Directors in the City to achieve Economic Development.

- Ensure new construction and building/business remodels are meeting fire code for both city and rural projects.
- Work on difficult compliance issues with the Planning and Building Dept.'s from the City of Loveland, Larimer County and Town of Johnstown.
- Develop staff with opportunities for professional development, providing for succession within organization.
- Continue to remove barriers between Ops and CSD to enhance service and provide support on emergency incidents.
- Bring new ideas to the organization to increase training on fire code inspection and investigation with the line crews.
- Work with Emergency Management to develop EOC set up and operations with CSD staff.
- Special Event permit coordination within the City and County processes.
- Oversee or assist with the EOC as needed when operational.

**Deputy Fire Marshal, Captain Carie Dann** – Second in command of CSD, is the FIT liaison from CSD to work with the Captain's & FIT's. Responsible for utilizing the FIT's with new construction inspections and assist with the Fire Safety visit program. Participate with training crews on the application of Fire Code at the crew level.

- Ensure the needs of Economic Development are being completed on time and with a positive customer service experience.
- Reviewing the current use of FIT's, evaluating and developing duties and training in conjunction with the Captains.
- Work with FITs and Captains when necessary with the Fire Safety visit program; Captains and FIT's will develop the annual list and coordinate with preplans development.
- Work with Engineer Drage to develop a training plan for FIT's in the fall of 2015.
- Fire Sprinkler plan review – transitioning from contract service in 2016.
- Can be used as a fire investigator if needed.
- Assist with the EOC as needed when operational.

*Public Affairs Officer, Scott Pringle*: PIO & responsible for LFRA website and Public Education.

- Develop a community risk needs assessment in conjunction with Accreditation and the creation of a public education team of Firefighters and Retirees to assist CSD.
- Update the website and work with DFM Dann to place requirements for builders and fees.
- Develop training for crews needed for BEC event standby – evaluate sign up process to make improvements working with Bonnie.
- Research how to implement Red Zone data, work with Capt. Lyons placing on the website.
- Work with Emergency Management as needed for website updates.
- Create a policy for how and who places information on the website.
- Continue to work with R2J schools on annual inspections.
- Program manager for Youth Fire-setter intervention and develop staff participation with the interviews.
- Can be used as a fire investigator if needed.
- Assist with the EOC as needed when operational.

*CSD Rotational Engineer, Ty Drage* – Accreditation, including use and development of the ETI and Omega software, Haz-Mat program manager; Primary Fire Investigator and Fire Investigations instructor within LFRA.

- Accreditation - continual review of governance documents for compliance and associated computer software.
- Community Risk and Emergency Services Assessment for Standards of Cover – Aligning resources to risks and performance objectives.
- Haz-mat program and complex inspections, will work with the Captains to utilize the FIT's for "simple" inspections.
- Primary Fire Investigator – oversee all investigation reports and coordinates with FIT's on fire investigations.
- Work with Captain Lyons to place SARA Title II and haz-mat annual notifications into CAD or ETI for use on incidents.
- Assist with the EOC as needed when operational.

*Fire Plan Reviewer, Ingrid McMillan-Ernst* – Primary plan reviewer for development and inspections as needed to assist businesses and building owners.

- DRT and CRT participation within the City process.
- Can be utilized for fire investigations.
- Assist with the EOC as needed when operational.

*Administrative Technician, Bonnie Wright* – Main counter contact in the CSD office (keeps us on track).

- Work with contractors and general public to obtain permits and office support.
- Works with other departments within the City of Loveland as requested or required

- Assist with the EOC as needed when operational.

Part time Fire Sprinkler Plans Reviewer, Chuck Boyes (retired) – Part time plan reviewer for 4 hours per week as a contract service.

Part time Fire Code Inspector – position is being created to provide support for new construction fire protection systems. This position is up to 20 hours per week, no benefits. This position will be posted on the City of Loveland website within the next week or two.

Current Fire Inspection Technicians: Ben Andersen, Nick Bukowski, Dustin Waldorf – Primary duties; work on the Rescue as the third person in the crew and work with crews on Fire Safety Visit Program.

- Reports to the line Captain at Fire Station 2 on the Rescue and is the main contact with DFM Dann to resolve fire code issues.
- The FIT's have an expanded response area to assist with inspections from Madison to Boyd Lake Ave. and available for CSD use.
- May ask for assistance from the Engine/Truck crews with simple tasks; Knox-box, complete premise information for new buildings in ETI.
- Assist with fire code inspections and fire protection system acceptance testing as available.
- Assist with Special Event inspections (tent inspections) and liquor licensing.
- Fire investigator on scene to process the information collected and determine if more CSD staff is needed.

This is not an all-inclusive list and as always, we will be continuing to review and alter duties as needed to utilize staff as efficiently as possible and within budget. We will be exploring the use of Service Clubs, Volunteers and Retired Firefighters for some of the programs.

## Office of Emergency Management – June 2015 Activities Report

### Significant events:

The 21st annual **Loveland Honors** event celebrated 34 volunteers on Thursday June 11, 2015 at the Loveland Police and Courts Building, hosted by the city of Loveland and McKee Medical Center. Our own ARES Team was recognized for going above and beyond in their contributions to the Loveland community over the last 2 decades equating to thousands of volunteer hours.

The 15 member group provides backup emergency communications for the city's emergency operations center and support communications in the field. ARES has consistently done a great job in making sure the city can communicate with Police, Fire, EMS, and Public Works even when our primary communication systems fail. They are consummate professionals who successfully rise to any challenge. Their expertise, skill level, and dedication to serving and protecting the community is truly outstanding and worthy of our recognition. RH link for Loveland Honors:

[http://www.reporterherald.com/news/loveland-local-news/ci\\_28304345/loveland-volunteers-honored](http://www.reporterherald.com/news/loveland-local-news/ci_28304345/loveland-volunteers-honored)

I nominated them for: 1) their long-term dedication to Loveland; and, 2) their efforts during the 2013 Flood where they set up a radio transmission relay that directly helped save the city's fresh water supply. When Estes Park lost all means of communicating, ARES was the only group in Colorado to have and maintain contact with them, resulting in the coordination of many successful rescue operations.

Lou Giuliano will be wrapping up her projects at the end of this month and we hate to see her go. She was a real workhorse and a pleasure to work with.

### Flood Recovery

- On-going city recovery planning meetings

### Operations and Maintenance

- Met with Shane, John, and Chief Cerovski on EOC technology upgrade brainstorming
- Facilitated meeting with Chief Miller, Renee, Larry, and Jason ref L-4 as future OEM site
- Met with Lorna and John ref EOC technology and layout
- DTR radios installed in EOC; additional monitors and computers ordered
- Opened EOC for Berthoud Tornado event
- EOC reference library updated and organized

### Planning and Documentation

- Worked with Tree and Renee to get NIMS re-adopted by City Council
- Initial planning conference with LC's HMP vendor
- Worked with Lou G on Fire's COOP chapter
- Attended US Pro Cycle planning meeting
- Facilitated 2015 Expo planning meeting
- Attended kick off meeting at LC for HMP doc update with vendor and large group

### Emergency Preparedness Relationships

- Attended NEAHR meeting and workshop
- Met with Janelle from LCDHE on an AAR for Ebola incident
- Participated in CDPHE's AAR on Ebola incident
- Met w/Larry ref airport EOP and future of station 4
- Participated in Larimer Co.'s DART planning meeting
- Met with Becky, DeeAnn, and Renee for Finance Section planning
- Met with Sandi Friedrichsen of WSFD
- Attended LC's community outreach program planning

### Grants

- Emergency generator management
- Mitigation Strategy and Master Plan RFP re-posted, will close on July 2<sup>nd</sup>
- Created evaluation form for mitigation strategy and master plan proposals
- Met with Devin, Chief Miller, Mark, and Renee for generator grant planning

### Exercises

- Participated in Larimer Co EOC functional exercise

### Other

- Attended the city picnic planning meeting
- Completed CSU fitness evaluation
- Provided EOC facilitator training with Chief Sparks
- Worked with IT to have EOC specific emails set up
- Worked with IT to have EOC electronic resource folder placed in V:intra-dept shares

June 19, 2015

Mark Miller, Fire Chief  
Community Safety Division/  
Fire Prevention and Emergency Management  
410 East 5th Street  
Loveland, CO 80537

Dear Chief Miller:

On behalf of the Hunters Run subdivision, we wish to thank you and your wonderful fire fighters for arriving at our block party for Loveland's Community Night Out on Wednesday, June 17, 2015.

The young, as well as the old, were so excited when the fire truck arrived. It came from our new Fire Station 2 on 29<sup>th</sup> Street. Your crew spent an extraordinary amount of time with our families and that was so very much appreciated. The kids loved it when they could climb all over the fire truck. The Jaws of Life tool caught a lot of attention also.

Loveland is a wonderful place to live and it is reassuring to know that we have services and personnel available that are so professional, yet take the time to let the community learn more about them, such as in LCNO

Sincerely,

*Carole S Allman*  
On behalf of the Hunters Run HOA  
Mrs. John (Carole) Allman, Pool Chairman,

**From:** Greg Gilbert  
**Sent:** Saturday, June 06, 2015 9:09 PM  
**To:** Jason Starck; Greg Ward; [sforman@tvems.com](mailto:sforman@tvems.com)  
**Subject:** Kudos from LCSO

Chief Ward, BC Starck and Captain Forman—

Sgt. Gerry Baker shared that LCSO was very impressed with the professional efforts of the LFRA and TVEMS personnel at the Thomas Court incident. They were especially impressed with the personnel assigned to P341 and E5. Everyone's focus on the mission allowed the deputies to concentrate their efforts on addressing the threat.

**GREG GILBERT**

Captain – 2B  
Loveland Fire Rescue Authority  
[Greg.Gilbert@cityofloveland.org](mailto:Greg.Gilbert@cityofloveland.org)  
(970) 962 - 4763

**From:** Robert Stumpf <[rstumpf@berthoudfire.org](mailto:rstumpf@berthoudfire.org)>  
**Date:** June 5, 2015 at 19:19:27 MDT  
**To:** "mlee@mvfd.org" <[mlee@mvfd.org](mailto:mlee@mvfd.org)>, Rick Vandervelde <[rick.vandervelde@poudre-fire.org](mailto:rick.vandervelde@poudre-fire.org)>, "greg.ward@cityofloveland.org" <[greg.ward@cityofloveland.org](mailto:greg.ward@cityofloveland.org)>, Bernie Covillo <[bcovillo@frfr.co](mailto:bcovillo@frfr.co)>, "Mike Blackwill" <[mblackwill@wsfr.us](mailto:mblackwill@wsfr.us)>, "jerrod.vanlandingham@ci.longmont.co.us" <[jerrod.vanlandingham@ci.longmont.co.us](mailto:jerrod.vanlandingham@ci.longmont.co.us)>, Steve Forman <[SForman@tvems.com](mailto:SForman@tvems.com)>, "tposzywak@fffd.us" <[tposzywak@fffd.us](mailto:tposzywak@fffd.us)>  
**Subject:** Exhausted...

Gentlemen....I wanted to let you know how grateful I am personally....and we are organizationally for your help in the last two days. I cannot think clearly enough yet to adequately locate the contact info for everyone on scene last night and today...but please share my gratitude with your troops. It is humbling and heartwarming to be surrounded by so many talented and capable players who will drop everything to help and lend their best assets so far outside their jurisdictions for such extended hours. Cheers to all of you...your people. Thank you.



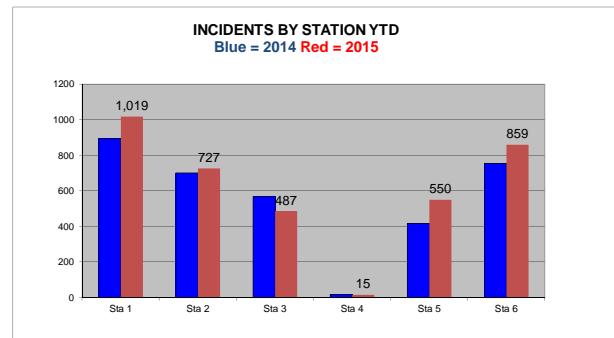
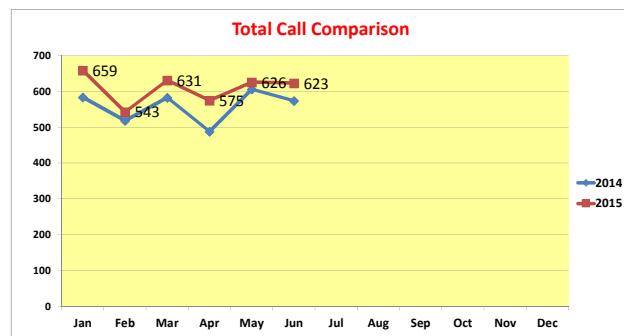
# LOVELAND FIRE RESCUE AUTHORITY - Operations Division

June, 2015

85 of 91

| CALL INFORMATION             |              |            |            |              |              |
|------------------------------|--------------|------------|------------|--------------|--------------|
| INCIDENT TYPE                | CITY         | RURAL      | MO. TOTAL  | YTD          | %            |
| Structure Fire (Residential) | 2            | 1          | 3          | 14           |              |
| Structure Fire (Commercial)  | 0            | 0          | 0          | 1            |              |
| Vehicle Fire                 | 0            | 2          | 2          | 14           |              |
| Grass/Wildland Fire          | 1            | 2          | 3          | 20           |              |
| Smoke/Odor Investigation     | 13           | 3          | 16         | 56           |              |
| Fire Alarm                   | 43           | 5          | 48         | 257          |              |
| Other Fire                   | 18           | 7          | 25         | 113          |              |
| Total Fire Related           | 77           | 20         | 97         | 475          | 13%          |
| Total Medical (EMS)          | 285          | 31         | 316        | 1,989        | 54%          |
| Motor Vehicle Accident       | 45           | 18         | 63         | 329          |              |
| Hazmat                       | 10           | 2          | 12         | 74           |              |
| Water/Ice Rescue             | 5            | 3          | 8          | 12           |              |
| Animal Rescue                | 0            | 0          | 0          | 6            |              |
| Carbon Monoxide              | 11           | 2          | 13         | 85           |              |
| Public Asst. (Service)       | 35           | 2          | 37         | 234          |              |
| Asst. P.D.                   | 7            | 1          | 8          | 45           |              |
| Cancelled Enroute            | 33           | 17         | 50         | 306          |              |
| No Incident Found            | 11           | 4          | 15         | 68           |              |
| Standby                      | 0            | 0          | 0          | 19           |              |
| Airport Standby              | 4            | 0          | 4          | 15           |              |
| Airport Emergency            | 0            | 0          | 0          | 0            |              |
| Total Miscellaneous          | 161          | 49         | 210        | 1,193        | 33%          |
| <b>Month-End Total</b>       | <b>523</b>   | <b>100</b> | <b>623</b> |              |              |
| <b>Year Cumulative</b>       | <b>3,072</b> | <b>585</b> |            | <b>3,657</b> |              |
| <b>Percentage YTD</b>        | <b>84%</b>   | <b>16%</b> |            |              | <b>3,354</b> |

|                        | Average Response Times YTD in Minutes | Prev. Year | Fire Confined to Room of Origin | Previous Year |
|------------------------|---------------------------------------|------------|---------------------------------|---------------|
| Call to Tone Out       | 2.05                                  | 2.43       | 64%                             | 74%           |
| Dispatch to Enroute    | 0.87                                  | 1.21       |                                 |               |
| Enroute to 1st Arrival | 5.54                                  | 2.87       |                                 |               |
| Average on Scene       | 14.5                                  | 16.41      |                                 |               |



| Training & Reserve           | Hrs/Month       | Hrs/Prev Month  | Hrs/Prev Yr.    | Hrs/Year to Date |
|------------------------------|-----------------|-----------------|-----------------|------------------|
| Shift                        | 1,173.00        | 1,279.00        | 7,656.75        | 7,851.00         |
| Reservist                    | 36.50           | 14.00           | 238.50          | 255.50           |
| Admin                        | 48.00           | 67.50           | 457.00          | 414.50           |
| <b>Total</b>                 | <b>1,257.50</b> | <b>1,360.50</b> | <b>8,352.25</b> | <b>8,521.00</b>  |
| <b>Reservist Shift Hours</b> | <b>184.00</b>   | <b>328.00</b>   | <b>1,890.00</b> | <b>1,838.50</b>  |

|                       | Specialized Disciplines Training |                   |                 |                   |
|-----------------------|----------------------------------|-------------------|-----------------|-------------------|
|                       | YTD Courses                      | Prev. Yr. Courses | YTD Hrs.        | Previous Yr. Hrs. |
| <b>Collapse</b>       | <b>19</b>                        | <b>14</b>         | <b>19</b>       | <b>19</b>         |
| <b>Rope</b>           | <b>40</b>                        | <b>22</b>         | <b>52.25</b>    | <b>22</b>         |
| <b>Confined Space</b> | <b>21</b>                        | <b>21</b>         | <b>13.5</b>     | <b>35.5</b>       |
| <b>Search/Rescue</b>  | <b>17</b>                        | <b>1</b>          | <b>42.5</b>     | <b>2</b>          |
| <b>Water</b>          | <b>58</b>                        | <b>45</b>         | <b>93.5</b>     | <b>108.25</b>     |
| <b>TAC</b>            | <b>72</b>                        | <b>7</b>          | <b>326.5</b>    | <b>10</b>         |
| <b>Hazmat</b>         | <b>45</b>                        | <b>65</b>         | <b>50.25</b>    | <b>52</b>         |
| <b>Animal Rescue</b>  | <b>2</b>                         | <b>NA</b>         | <b>1.25</b>     | <b>NA</b>         |
| <b>Wildland</b>       | <b>222</b>                       | <b>164</b>        | <b>611.5</b>    | <b>294.35</b>     |
| <b>YTD TOTALS</b>     | <b>496</b>                       | <b>339</b>        | <b>1,210.25</b> | <b>543.10</b>     |

| LOSS/SAVE INFORMATION  |                   |                     |                     |
|------------------------|-------------------|---------------------|---------------------|
| Type of Fire           | City              |                     | Rural               |
|                        | Loss              | Save                | Loss                |
| Residential Structure  | \$ 196,912        | \$ 738,975          | \$ 393,264          |
| Commercial Structure   | \$ -              | \$ -                | \$ -                |
| Other Fires            | \$ 250            | \$ -                | \$ 100              |
| <b>Month Total</b>     | <b>\$ 197,162</b> | <b>\$ 738,975</b>   | <b>\$ 393,364</b>   |
| <b>Year Cumulative</b> | <b>\$ 461,000</b> | <b>\$ 4,406,687</b> | <b>\$ 439,573</b>   |
|                        |                   |                     | <b>\$ 1,302,561</b> |



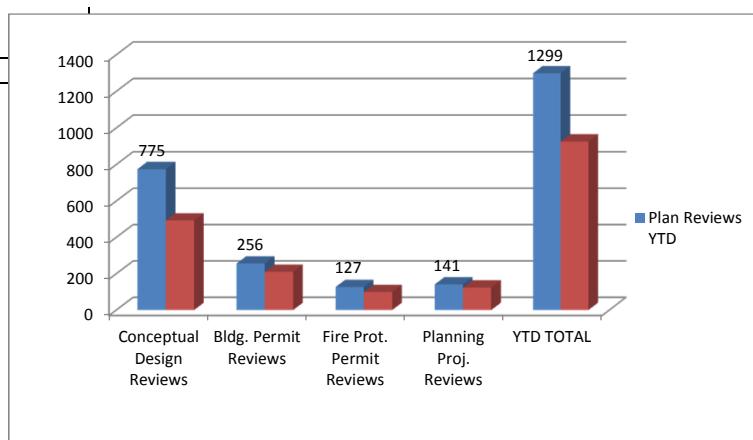
## LOVELAND FIRE RESCUE AUTHORITY - Community Safety Division

### June, 2015

#### DEVELOPMENT REVIEW STATISTICS

|                                       | City        | County    | Johnstown | Totals      | Hours |
|---------------------------------------|-------------|-----------|-----------|-------------|-------|
| <b>Conceptual Design Reviews</b>      | 93          | 3         | 2         | 98          | 54.5  |
| Previous Month                        | 115         | 7         | 0         | 122         | 61    |
| Previous Year                         | 522         | 15        | X         | 537         | 418   |
| YTD Total                             | 757         | 13        | 5         | 775         | 387   |
| <b>Building Permit Reviews</b>        | 58          | 0         | 2         | 60          | 89    |
| Previous Month                        | 68          | 2         | 1         | 71          | 106   |
| Previous Year                         | 194         | 16        | X         | 210         | 452   |
| YTD Total                             | 306         | 7         | 6         | 256         | 520.5 |
| <b>Fire Protection Permit Reviews</b> | 25          | 1         | 6         | 32          | 20    |
| Previous Month                        | 24          | 0         | 3         | 27          | 20    |
| Previous Year                         | 96          | 3         | X         | 99          | 92.5  |
| YTD Total                             | 102         | 4         | 21        | 127         | 104   |
| <b>Planning Project Reviews</b>       | 20          | 3         | 2         | 25          | 47.5  |
| Previous Month                        | 18          | 7         | 0         | 25          | 52    |
| Previous Year                         | 117         | 7         | X         | 124         | 238   |
| YTD Total                             | 111         | 23        | 7         | 141         | 344.5 |
| <b>TOTAL REVIEWS YTD</b>              | <b>1276</b> | <b>47</b> | <b>39</b> | <b>1299</b> |       |
| Previous Year                         | 929         | 41        | X         | 970         |       |

#### CSD Development Review YTD



Planning & Building Check-Ins YTD 76 19 hrs.

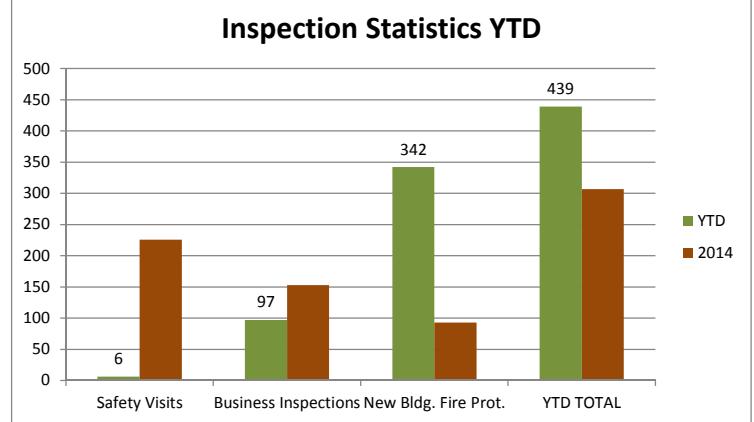
Fire Protection Permits Average days in review - 7.6 days  
Percent within goal time -78 % in June

#### INSPECTION STATISTICS

|                                  | City       | Rural     | Total      | Hours |
|----------------------------------|------------|-----------|------------|-------|
| <b>Eng. Co. Safety Visit*</b>    | 5          | 1         | 6          | 3.5   |
| Safety Re-Visit                  | 0          | 2         | 2          | 1.5   |
| <b>Business Inspections</b>      | 11         | 1         | 12         | 8     |
| Previous Month                   | 5          | 4         | 9          | 8.25  |
| Previous Year                    | 141        | 12        | 153        | 194   |
| YTD Total                        | 83         | 14        | 97         | 80.75 |
| <b>New Bldg./Fire Protection</b> | 52         | 7         | 59         | 93    |
| Previous Month                   | 49         | 10        | 59         | 93    |
| Previous Year                    | 52         | 9         | 61         | 82.5  |
| YTD Total                        | 291        | 51        | 342        | 530.5 |
| <b>TOTAL INSPECTIONS YTD</b>     | <b>374</b> | <b>65</b> | <b>439</b> |       |
| Previous Year                    | 276        | 31        | 307        |       |

\*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 | Highlights/Projects                             |
|-------------------------|------|-------|-------|-----------|-----------|-----------|-----------|---|
| Hazmat Permits          | 8    | 1     | 7.5   | 9         | 10        | 59        | 71        | *Safety Day event at Home Depot                 |
| Tents/Special Events*   | 21   | 2     | 5.75  | 23        | 6         | 13        | 35        | *7 car seat inspections                         |
| Burn Permits Issued     | 0    | 11    | 1.75  | 11        | 11        | 78        | 78        | *15 bike helmet fittings                        |
| Investigations          | 6    | 4     | 10    | 10        | 9         | 18        | 81        | *2 business re-inspections                      |
| Service Call/Complaints | 15   | 0     | 8.5   | 15        | 7         | 31        | 46        | *Station Tour for family @ FS 1                 |
| Car Seats Installed     | 19   | 0     | 9.5   | 19        | 17        | 86        | 100       | *Lincoln Hotel sprinkler & alarm inspections    |
| YFS Program             | 0    | 0     | 0     | 0         | 0         | 0         | 0         | * Ellis Ranch sprinkler & fire pump inspections |
| Public Education Events | 6    | 0     | 22.5  | 6         | 2         | 33        | 57        | *FIT interviews                                 |
| Total Pub. Ed. Contacts | 574  | 0     |       | 574       | 519       | 1,867     | 2,588     |   |

\*This includes Fireworks Stand Tent Permits

## Agenda Item Cover

Item No.: 7

Meeting Date: July 29, 2015

Prepared By: Renee Wheeler, Public Safety Administrative Director



### TITLE

Review Draft of the Employee Conversion Documents

### EXECUTIVE SUMMARY

This item is to provide the Board with information regarding the documents that will be required to complete the employee conversion. Dino Ross and Emily Powell of Ireland Stapleton will provide all documents that will be presented for action at the August Board meeting in draft form at this meeting to highlight their purpose and the contribution to the conversion process. This will be a cursory review. The detailed review will occur at a joint meeting of the LFRA Board, the Loveland Rural Fire Protection District Board, the City Council and the Fire Rescue Advisory Commission on August 18, 2015 in the Emergency Operations Center Conference room on the second floor of the Fire Administration Building, 410 E. 5<sup>th</sup> Street at 4:30 - 6:00 PM.

### BACKGROUND

All documents have been reviewed by the working group and revisions have been recommended. The outline of the contents of the binder is attached to provide a general context of what will be required to complete the conversion process. In general, the employees will not experience any changes. They will receive the exact same benefits, all accruals will be transferred, and pension plans will be transferred with the exception of the Old Hire Pension Plan and the addition of a 457 ICMA plan for the administration employees. The Old Hire Pension Plan is for employees of the City that worked in the Fire Department prior to that plan closure. There is only one employee that currently receives benefits from the Old Hire Pension. The contribution to that plan is budgeted in the LFRA budget. The only action employees will need to take is to update their pension beneficiary form. Ms. Powell will provide the entire binder of documents at the meeting and review them in detail at the joint meeting on August 18, 2015. The outside attorneys will be reviewing the pension agreements with the Consolidated Volunteer Fire Pension Board at their meeting on August 19, 2015.

### STAFF RECOMMENDATION

Information Only

### FINANCIAL/ECONOMIC IMPACTS

Cost of outside attorneys.

### ASSOCIATED STRATEGIC GOALS

### ATTACHMENTS

Preliminary Outline of Documents from the last Working Group Meeting

All documents will be provided at the meeting in a three ring binder to be provided by Ireland Stapleton

**PERSONNEL TRANSFER;  
ASSUMPTION OF ACCRUED LEAVES, PENSION PLANS, AND  
FIREFIGHTER HEART AND CIRCULATORY BENEFITS TRUST;  
ADOPTION OF ADMINISTRATIVE REGULATIONS**

|   |   |
|---|---|
| 1 | Third Amendment to IGA Establishing the Authority [To be provided by City Staff]  |
| 2 | <p><b>Authority Resolution Assuming Transfer of Personnel, Accrued Leaves, Pension Plans, CFH Trust, and Administrative Regulations</b></p> <p>***</p> <p>MOTION TO APPROVE Resolution _____, assuming the transfer of personnel, accrued leaves, pension plans, CFH Trust, and Administrative Regulations. (<u>Sign One Copy</u>)</p> <p><b>INFORMATION NEEDED TO COMPLETE:</b></p> <ul style="list-style-type: none"> <li>• Date of Third Amendment to the IGA</li> <li>• Effective date of personnel transfer</li> <li>• Resolution number for the Authority Resolution authorizing membership in the CFH Trust</li> <li>• Whether any other City policies/procedures will be adopted pursuant to the Resolution; <i>e.g.</i>, organization structure; job and position descriptions; payroll procedures; meet &amp; confer procedures; <i>etc.</i></li> </ul> |
| 3 | <p><b>City Ordinance Transferring Personnel</b></p> <p>***</p> <p>MOTION TO APPROVE Ordinance _____, approving the transfer of the Fire and Rescue Department Personnel to the Loveland Fire Rescue Authority. (<u>City Signature Policy</u>)</p> <p><b>INFORMATION NEEDED TO COMPLETE:</b></p> <ul style="list-style-type: none"> <li>• Date of Third Amendment to the IGA</li> <li>• Effective date of personnel transfer</li> <li>• Resolution number for the Authority Resolution assuming transfer of personnel, accrued leaves, pension plans, CFH Trust, and Administrative Regulations</li> </ul>   |

**EMPLOYEE BENEFITS**

|   |  |
|---|--|
| 4 | Fire Chief Employment Agreement [In negotiation]                             |
| 5 | First Amendment to the City Fire Chief Employment Agreement [In negotiation] |
| 6 | Other employee benefits [To be provided by City Staff]                       |
| a | Great-West Documents   |
| b | ICMA Documents   |
| c | Health Benefits Trust  |
| d | Workers' Compensation and Property & Liability Insurance                     |
| e | Unemployment Insurance   |

## CONTRACTS WITH THE CITY

|   |
|---|
| <p><b>7 Intergovernmental Agreement for Administrative Services</b></p> <p>***</p> <p>MOTION TO APPROVE the Intergovernmental Agreement for Administrative Services. (<u>Sign Two Copies</u>)</p> <p><b>INFORMATION NEEDED TO COMPLETE:</b></p> <ul style="list-style-type: none"> <li>• Effective date of personnel transfer</li> <li>• Date of Third Amendment to the IGA</li> <li>• A list or description of the services that will be provided by the City to the Authority, including level, frequency, and cost of each service being provided</li> <li>• The financial institution(s) at which the City and Authority currently hold their accounts</li> <li>• The person who will attest the Authority Board President's signature</li> </ul> |
| <p><b>8 Intergovernmental Agreement Regarding Old Hire Pension Plan</b></p> <p>***</p> <p>MOTION TO APPROVE the Intergovernmental Agreement Regarding Old Hire Pension Plan. (<u>Sign Two Copies</u>)</p> <p><b>INFORMATION NEEDED TO COMPLETE:</b></p> <ul style="list-style-type: none"> <li>• Effective date of personnel transfer</li> <li>• Date of Third Amendment to the IGA</li> <li>• Resolution number for the Authority Resolution assuming transfer of personnel, accrued leaves, pension plans, CFH Trust, and Administrative Regulations</li> <li>• The person who will attest the Authority Board President's signature</li> </ul>   |

## FPPA PLANS

|   |
|---|
| <p><b>9 Administrative Documents to Set Up and Begin Administering Pension Plans</b></p>  |
| <p><b>a ACH – Electronic Funds Transfer Authorization Agreement for Preauthorized Payments.</b><br/> <i>This form is necessary for FPPA to process LFRA's payroll contributions to the pension plans. Chief Miller and Renee are listed as the authorized agents.</i></p> <p>***</p> <p>MOTION TO APPROVE, and authorize Administrative Staff to sign, the ACH – Electronic Funds Transfer Authorization Agreement for Preauthorized Payments. (<u>Sign One Copy</u>)</p> <p><b>INFORMATION NEEDED TO COMPLETE:</b></p> <ul style="list-style-type: none"> <li>• Authority financial account information</li> </ul> |
| <p><b>b ERS – Employer Reporting System Access Request.</b><br/> <i>This form is necessary for FPPA to process LFRA's payroll contributions to the pension plans. Chief Miller and Renee are listed as authorized to access the FPPA Employer Reporting System.</i></p> <p>***</p> <p>MOTION TO APPROVE, and authorize Administrative Staff and the Board President to sign, the ERS – Employer Reporting System Access Request. (<u>Sign One Copy</u>)</p>   |

|    |   |
|----|---|
| 10 | <b>457 Deferred Compensation Plan</b>   |
| a  | <p><b>Adoption Agreement for the Model FPPA Deferred Compensation Plan and Plan Document.</b><br/> <i>This Adoption Agreement and Deferred Compensation Plan approves and adopts FPPA's standard form 457 deferred compensation plan. After LFRA signs this Plan Agreement, the Trust Agreement (subsection (b) below), and the transfer letter (subsection (c) below), FPPA will roll over the former City employees' 457 plans from the City into new LFRA 457 plans.</i></p> <p>***</p> <p>MOTION TO APPROVE, and authorize Board President to sign, Adoption Agreement for the Model FPPA Deferred Compensation Plan. <u>(Sign Two Copies)</u></p> <p><b>INFORMATION NEEDED TO COMPLETE:</b></p> <ul style="list-style-type: none"> <li>• Effective date of personnel transfer</li> </ul> |
| b  | <p><b>Adoption Agreement for the Model FPPA Deferred Compensation Trust Agreement.</b><br/> <i>This Trust Agreement approves and adopts FPPA's standard form trust agreement for 457 plans.</i></p> <p>***</p> <p>MOTION TO APPROVE, and authorize Board President to sign, Adoption Agreement for the Model FPPA Deferred Compensation Trust Agreement. <u>(Sign Two Copies)</u></p> <p><b>INFORMATION NEEDED TO COMPLETE:</b></p> <ul style="list-style-type: none"> <li>• Effective date of personnel transfer</li> </ul>  |
| c  | <p><b>Letter to FPPA Requesting Rollover of 457 Deferred Compensation Plans.</b><br/> <i>This letter requests that FPPA roll over the 457 deferred compensation plans held by former City employees into the new LFRA plans.</i></p> <p>***</p> <p>MOTION TO APPROVE, and authorize Board President to sign, the letter to FPPA requesting rollover of the 457 deferred compensation plans. <u>(Sign One Copy)</u></p> <p><b>INFORMATION NEEDED TO COMPLETE:</b></p> <ul style="list-style-type: none"> <li>• Date of Third Amendment to the IGA</li> <li>• Effective date of personnel transfer</li> </ul>   |
| 11 | <b>Loveland &amp; Rural Consolidated Volunteer Pension Plan</b>   |
| a  | <p><b>Assignment of Loveland &amp; Rural Consolidated Volunteer Pension Plan to Loveland Fire Rescue Authority.</b><br/> <i>This Assignment provides the City's, District's, and Authority's consent for the former Loveland &amp; Rural Consolidated Volunteer Pension Plan to be assigned to the Authority.</i></p> <p>***</p> <p>MOTION TO APPROVE, and authorize Board President and Secretary to sign, Assignment of Loveland &amp; Rural Consolidated Volunteer Pension Plan. <u>(Sign One Copy)</u></p> <p><b>INFORMATION NEEDED TO COMPLETE:</b></p> <ul style="list-style-type: none"> <li>• Date of Third Amendment to the IGA</li> <li>• Effective date of personnel transfer</li> </ul>   |

|           |  |
|-----------|--|
|           | <p><b>b Agreement to Affiliate the Loveland &amp; Rural Consolidated Volunteer Pension Plan with FPPA.</b><br/> <i>This Agreement authorizes the Authority to become an FPPA-affiliated employer and allows FPPA to continue administering the Loveland &amp; Rural Consolidated Volunteer Pension Plan with the Authority as the plan sponsor.</i><br/> ***</p> <p>MOTION TO APPROVE, and authorize its Board President and Secretary to sign, Agreement to affiliate with FPPA. <u>(Sign Two Copies; Must Be Notarized)</u></p> <p><b>INFORMATION NEEDED TO COMPLETE:</b></p> <ul style="list-style-type: none"> <li>• Date of Third Amendment to the IGA</li> <li>• Effective date of personnel transfer</li> </ul> |
|           | <p><b>c Pension Authorization Form</b><br/> <i>This form authorizes Chief Miller and Renee to make additions or changes to the pension payroll for the Loveland &amp; Rural Consolidated Volunteer Pension Plan.</i><br/> ***</p> <p>MOTION TO APPROVE, and authorize Board President to sign, Pension Authorization Form. <u>(Sign One Copy)</u></p>  |
| <b>12</b> | <p><b>Death and Disability Plan</b><br/> <i>No Board action required. Administrative Staff will work with employees to obtain new Death &amp; Disability Benefits Eligibility Forms in accordance with the attached instructions.</i></p>  |