
Loveland Fire Rescue Authority Board Meeting



Station 2
3070 W. 29th Street
Community Room
Loveland, Colorado 80537
Wednesday, August 26, 2015

1:00 PM



Loveland Fire Rescue Authority (LFRA) Board Meeting Agenda
 Station 2, 3070 W 29th Street
 Community Room
 Loveland, Colorado 80537
 Wednesday, August 26, 2015
 1:00 PM

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

AWARDS AND PRESENTATIONS - Tipton Cook, FM Global, Fire Prevention Grant Presentation

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 July 29, 2015 Regular Board Meeting.
2. 2015 Second Quarter Budget Report – Budget Biz

End of Consent Agenda



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.

3. 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.

4. Consider Approval of the Employee Conversion Documents
5. Overview of the Fire Code Appeals Process
6. Review Briefing Papers and Correspondence
 - a. Chief's Report
 - b. Letters
 - c. July Statistics
7. Board Member New Business/Feedback
8. Any Other Business for Board Consideration

ADJOURN

Agenda Item Cover

Item No.: 1

Meeting Date: August 26, 2015

Prepared By: Renee Wheeler, Public Safety Administrative Director



TITLE

Consider the Minutes from the July 29, 2015 Loveland Fire Rescue Authority (LFRA)
Regular Board Meeting

EXECUTIVE SUMMARY

The attached documents, prepared by Roylene Sterkel, are a record of the July 29, 2015 regular meeting of the LFRA Board. The July 29, 2015 document details the discussions at the meeting including: the consent agenda (minutes, the Loveland Fire Rescue Authority Commission's Handbook, and the supplemental appropriation for the mitigation strategy and master plan grant), the 2016 fees approval, the 2016 Budget approval, the Chief's report, a review of the draft employee conversion documents, 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

July 29, 2015 Minutes



Loveland Rural
Fire Protection
District

Fire & Rescue Authority Board Meeting Minutes Wednesday, July 29, 2015

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

BC Greg Ward
Mayor Cecil Gutierrez
Rural Board President Dave Legits
Division Chief Ned Sparks
BSC Roylene Sterkel

Members Absent:

Councilor John Fogle

Visitors:

Dan Betts
Stephen Deines and guest
Deputy Fire Marshal Carie Dann
Attorney Emily Powell
Attorney Dino Ross
Mike McKenna

Fire Chief's Distinguished Merit Award:

Chief Miller presented Stephen Deines an award for his actions at a boat fire that occurred at Boyd Lake Marina.

Call to Order:

Chairman Swanty called the Fire & Rescue Authority Board meeting to order on the above date at 1:15 p.m.

Public Comment:

Regional Director for Senator Cory Gardner, Dan Betts said that he handles Larimer County and Longmont. He is involved in Senator Gardner's Community Outreach Program and likes to visit fire jurisdictions and build relationships for any needs or concerns from those agencies.

Consent Agenda:

1. Consider the minutes from the Loveland Fire Rescue Authority Board for the June 24th, 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.

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

Chief Miller asked Deputy Fire Marshal Dann to update the Board on a situation that may come to them in an appeal process.

DFM Dann talked about a residential subdivision on Meadowsweet Circle that was originally designed to have residential fire sprinklers for any houses beyond 400 feet from a hydrant. At some point a few years ago it was changed to only include houses beyond 1,000 feet. There is a house that is currently being built that falls outside the 1,000 feet boundary. The builder did not read the fire comments on his building permit so the house has been constructed without sprinklers. The house is only about a month out from being completed. Fire Chief Miller is working with the builder to come up with a solution. If the builder does not agree with the final decision, he may bring it back to this board as an appeal board.

Assistant City Attorney Ablao said there are procedures in place for a formal appeals process that will need to be followed.

Regular Agenda:

4. 2016 Fees Approval.

PSAD Wheeler stated that there are no proposed changes to the 2016 Fee Schedule. City Manager Cahill moved to approve the schedule. Mayor Gutierrez seconded the motion and it carried.

5. 2016 Budget Adoption.

Chief Miller said the budget subcommittee consisting of representation from the City, The Rural District and the Fire Rescue Advisory Board met on July 8th to review the proposed budget. The subcommittee approved it to move forward to the various boards and council. It will be presented to City Counsel at their October meeting.

PSAD Wheeler and Chief Miller gave a power point presentation reviewing what makes up the 12.6 million budget and the budget development process.

Chief Miller talked about the supplemental request for \$172,956 for an Aircraft Rescue Firefighting Engineer. He explained the process for an airport standby and how it generally is two to four hours in length. With the reintroduction of passenger air service to and from the airport, the need for ARFF stand by protection will increase from approximately two standbys per month to around twenty per month. This commitment level will have a huge impact in emergency response within the LFRA area. Chief Miller said conversations with Ft. Collins regarding paying some of the costs associated with the position are on-going. City Manager Cahill said he is confident that Fort Collins will pay their share, but the contribution hasn't been determined at this point.

Chief Miller talked about the supplemental request for \$51,680 for VOIP phones. The City is changing all phones citywide and LFRA is responsible for replacing the obsolete phones that

are no longer supported by the vendor that were not included in the citywide plan.

PSAD Wheeler reviewed the list of changes for 2016 and the budget impacts. She said that the largest requests include the two supplemental requests, the merit pool of 3.5% and the Rank Compression Adjustment. She shared a slide regarding the Rank Compression Adjustment showing where we are now, the selected option and where we will be after the first year of implementation. It will take two years to get everyone where they should be at a cost of \$116,000 in 2016 and the remainder in 2017.

Chairman Swanty asked if the plan is consistent with other departments and if our employees are having issues with the current pay plan. Chief Miller said that we're hearing dissatisfaction from the employees because a number of them are at their limit and end up receiving a one-time "bonus" so their actual wages don't change and the "bonus" doesn't help their pension and long-term needs. Rural Board President Legits asked if the plan will get everyone at mid-range on the pay scale. PSAD Wheeler said it will over the two-year plan.

PSDA Wheeler went over the issues that are still outstanding from the budget and said that the main three are overtime versus adding rovers, the transition of the part time to full time Firefighter Program and the amount of acting officer time and potential to convert roving Engineer positions to Lt. positions.

Chairman Swanty noted one of the items on the outstanding list as being the fire museum. He said that he and Mayor Gutierrez recently met with the retiree group to discuss options. Chief Miller said that there may be a possibility at the training facility. He also said that the owners of the Firehouse Self Storage met with him and PSDA Wheeler and offered space in their facility for the museum. Chief Miller is working on setting up a joint meeting with them and the museum committee.

Mayor Gutierrez asked if the city has set fees for the oil and gas fracking processes since that's on the outstanding list as well. Fire Marshal Sparks said the permits issued through the Fire Authority would simply fall under our current hazmat permit fees.

Rural Board President Legits said that the previous Fire Chief felt like the part-time paid firefighters are a benefit to the Authority when it comes to hiring because we know what we're getting in terms of a good fit. Chief Miller said the problem is that they generally don't stay very long before they are hired either by us or another department and we have to start the process over. The training that goes into the process for them is expensive and time consuming and then they leave.

PSAD Wheeler reviewed the Capital Improvement chart included in the power point presentation. City Manager Cahill said that the City Council had some questions and concerns regarding Station 10 such as if it is dependent on a mil levy being passed or another tax incentive. He said that there is a study session planned for August 11th.

The proposed budget will go to FRAC and the Rural Board in August.

Mayor Gutierrez moved to approve the proposed budget as presented. Rural Board President Legits seconded the motion and it carried.

6. Review Briefing Papers and Correspondence.

The review of the monthly report was bypassed in the interest of time. Chief Miller asked if there were questions. The Board had no questions.

7. Review of Draft Employee Conversion Documents

Attorney Powell handed out binders to each member relative to the employee conversion. Chief Miller explained that the review today would be an overview because there is a joint meeting with the Rural Board, City Counsel and this board scheduled for August 18th which will go into more detail.

Attorney Powell touched on each of the eleven sections contained in the binders. She had the Board look specifically at section seven having to do with the Old Hire Plan because they need some direction as to the language under Disposition of Idle Funds, sections b and c. Mayor Gutierrez asked about the dollar amount within the plan. PSAD Wheeler said there is approximately \$183,000 in the fund and there is only one beneficiary. 2016 is the first year that we will be making a contribution as stated in the proposed budget. City Manager Cahill said we should keep the language in the Agreement, but the City should make the contributions if the plan is owned by them.

Attorney Powell said that FPPA documents are not completed yet, but will be provided at the August 18th joint meeting when new binders will be handed out to everyone and will include updated documents. She said in reading through the documents, the Board should pay close attention to the Third Amendment to the IGA.

Attorney Ross said he feels like the process is moving forward very well and we should be able to meet the set deadline.

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.

Mayor Gutierrez 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.

Chairman Swanty seconded the motion and it carried.

The Board went into executive session at 3:25 p.m. The executive session was concluded at 4:45 p.m. on July 29, 2015.

No further items were discussed and Chairman Swanty adjourned the regular meeting at 4:50 p.m.

Minutes submitted by Secretary Sterkel

Agenda Item Cover

Item No.: 2

Meeting Date: August 26, 2015

Prepared By: Renee Wheeler, Public Safety Administrative Director



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TITLE

2015 Second Quarter Budget Report – *Budget Biz*

EXECUTIVE SUMMARY

The 2015 second quarter budget report is submitted for the Board's review of the LFRA budget performance. It is intended to report all resources committed to the Fire Authority operations and capital. There are three sections of the report the Budget Status, Other Budgeted Resources, and In the Works.

BACKGROUND

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

The budget to actual comparisons for revenues and expenditures in the Fire Authority Fund are presented at 50% of 2015. Revenues in the Fire Authority Fund are at 56.7% of the annual budget, compared to 47.8% last year. Expenditures in the Fire Authority Fund are at 48.7% of the annual budget, compared to 42.2% last year.

STAFF RECOMMENDATION

Information Only

FINANCIAL/ECONOMIC IMPACTS

N/A

ASSOCIATED STRATEGIC GOALS

Deliver cost effective services.

ATTACHMENTS

Quarterly Budget Report – *Budget Biz*

2015



Budget Biz

Quarter 2 (April - June), Issue 11

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

There are three sections of the report: LFRA Budget Status, Other Resources, and In the Works. The Budget Status section will highlight the budget status for revenues and expenditures for the Fire Authority Fund from year to date, through June, 2015. The expenditures will be presented by program and account category at the department level. Each of these financial presentations include variance explanations when the current percentage of the total budget is significantly different from the percentage of the year (i.e., second quarter is 50% of the year). There are resources outside of the Fire Authority Fund that are critical to our service delivery mission. The Other Resources section is devoted to highlighting the status of budgets that are outside of the Fire Authority Fund. The next section of the report provides status information on the various processes used to develop long term and short term operational and capital planning. It is also intended to highlight significant financial transactions or strategies that the department is working on to advance the strategic plan and deliver cost effective services.

Quarter 2 at 50% of 2015

- Operations revenues are at 56.68% of the revenue budget compared to 47.8% last year.
- Operations expenditures are at 48.74% of the annual budget, compared to 42.2% last year.
- LFRA Maturation process continues with methods established to protect all current employee benefits.
- The Smeal Ladder refurbishment is on schedule for a September delivery.
- 2016 \$12.6M Proposed Budget has been developed and proposed to the Budget Subcommittee (Rural District representative/Chair of the LFRA Board, City Manager, and the Chair of the Fire Rescue Authority Advisory Commission).
- The Lincoln Hotel Fire Sprinkler System is fully operational.
- Building plan reviews are 34% higher than last year through June and inspections are 43% higher for the same portion of the year.
- \$677,650 in grants have been awarded to install an emergency generator for the designated emergency evacuation center (Chilson Recreation Center), the Highway 287 Bridge Flood Mitigation Feasibility Study, Mitigation Strategy and Master Plan, emergency operations center technology improvements, and smoke detectors.
- The second Heart and Circulatory Trust Premium has been paid and reimbursed by the State of Colorado Division of Local Affairs.



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

2015

LFRA Budget Status - Revenue

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Loveland Fire Rescue Authority

Budget Revenue Report

Quarter Ending 6/30/2015, 50% of the Year

Segments/Accounts	Total Budget	YTD Rev*	Total Variance	Total % Uncollected	Total % Collected
Investment Activity as a % of the Total City Investment Pool					
Interest On Investments	\$500.00	\$507.41	-\$7.41	-1.48	101.48
Gain/Loss On Investments	500.00	-230.58	730.58	146.12	-46.12
SubTotal : Investment Activity	\$1,000.00	\$276.83	\$723.17	72.32	27.68
Community Safety					
Special Events (1)	31,500.00	20,111.50	11,388.50	36.15	63.85
Miscellaneous	0.00	80.00	-80.00	0.00	100.00
Building	58,400.00	25,801.45	32,598.55	55.82	44.18
Contractor	4,000.00	2,000.00	2,000.00	50.00	50.00
Fire Permit & Inspection	26,000.00	11,650.00	14,350.00	55.19	44.81
Firework Stand Review (2)	12,350.00	12,100.00	250.00	2.02	97.98
Rural Fire Inspection Fee (3)	9,860.00	11,609.75	-1,749.75	-17.75	117.75
SubTotal : Community Safety	\$142,110.00	\$83,352.70	58,757.30	41.35	58.65
Station Operations					
State DOLA Firefighter Trust Premium (4)	0.00	8,925.00	-8,925.00	0.00	100.00
Academy Training	15,000.00	24,441.50	-9,441.50	-62.94	162.94
SubTotal : Station Operations	\$15,000.00	\$33,366.50	-\$18,366.50	-122.44	222.44
Technical Response and Systems					
Hazmat Mitigation	1,100.00	0.00	1,100.00	100.00	0.00
SubTotal : Technical Response and Systems	\$1,100.00	\$0.00	\$1,100.00	100.00	0.00
Administration					
Emergency Management Grant	43,000.00	22,320.00	20,680.00	48.09	51.91
Miscellaneous	5,000.00	0.00	5,000.00	100.00	0.00
Other Agency Deployment	20,000.00	0.00	20,000.00	100.00	0.00
Contribution - Rural Fire District	2,192,617.00	407,536.37	1,785,080.63	81.41	18.59
Contribution - Loveland	9,988,576.00	4,293,048.22	5,695,527.78	57.02	42.98
SubTotal : Administration	\$12,249,193.00	\$5,258,535.22	\$6,990,657.78	57.07	42.93
Grand Total : (5)	\$12,408,403.00	\$5,375,531.25	\$7,032,871.75	56.68	43.32

*YTD = Year to Date, Rev = Revenue

Revenue Variance Explanations

LFRA Budget Status - Revenue

Variance Explanations - Revenue

(1) Special Events

Budweiser Event Center Standby.

(2) Fireworks Stand Review

Fireworks Stand Permits have been purchased for the year.

(3) Rural Fire Inspection Fee

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

(4) State DOLA Firefighter Trust Premium

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

(5) Grand Total

Last year LFRA had collected 47.8% of the revenue budgeted for the year.



Vehicle in Lake Loveland



MVA with extrication



Swiftwater incident



Engineer Waldorf being interviewed

LFRA Budget Status - Expenditures

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Loveland Fire Rescue Authority Authorized Spending Report by Division and Program Quarter Ending 6/30/2015, 50% of the Year

Segments	Total Budget	*YTD Exp	*YTD Enc	Total Available	Total % Available	Total % Spent
Community Safety						
Prevention	\$202,520.00	\$94,828.16	\$1.98	\$107,689.86	53.18	46.83
Business Inspections	158,180.00	65,232.60	0.00	92,947.40	58.76	41.24
Permitting & Development Review (1)	332,060.00	190,688.83	5,070.93	136,300.24	41.05	58.95
Community Safety	\$692,760.00	\$350,749.59	\$5,072.91	\$336,937.50	48.64	51.36
Station Operations						
General Station Operations	7,899,060.00	3,821,044.65	43,585.59	4,034,429.76	51.08	48.93
Training (2)	94,430.00	48,092.31	17,411.15	28,926.54	30.63	69.37
Station 1	47,730.00	22,468.47	167.18	25,094.35	52.58	47.42
Station 2 (3)	9,550.00	5,263.96	439.82	3,846.22	40.28	59.73
Station 3	7,630.00	2,689.01	121.58	4,819.41	63.16	36.84
Station 5	7,600.00	1,941.23	0.00	5,658.77	74.46	25.54
Station 6	9,550.00	3,635.32	32.76	5,881.92	61.59	38.41
Health/Safety (Fitness & Peer Support)	86,490.00	20,248.94	16,818.76	49,422.30	57.14	42.86
Station Operations	\$8,162,040.00	\$3,925,383.89	\$78,576.84	\$4,158,079.27	50.94	49.06
Technical Response and Systems						
Special Operations (Dive, Hazmat & Urban Rescue)	94,254.00	32,590.16	5,447.53	56,216.31	59.64	40.36
Wild Land	45,500.00	15,767.70	41.91	29,690.39	65.25	34.75
Emergency Medical Service (4)	23,050.00	7,810.90	6,000.00	9,239.10	40.08	59.92
Tac Fire	26,670.00	2,096.34	360.00	24,213.66	90.79	9.21
Aircraft Rescue and Firefighting	2,280.00	0.00	0.00	2,280.00	100.00	0.00
Technical Response and Systems	\$191,754.00	\$58,265.10	\$11,849.44	\$121,639.46	63.44	36.57
Equipment Maint & Replacement						
Communications / Telephone (5)	180,710.00	49,716.41	72,369.00	58,624.59	32.44	67.56
Hoses	30,890.00	75.62	0.00	30,814.38	99.76	0.25
Ladders/Small Engine	11,550.00	821.86	0.00	10,728.14	92.88	7.12
Self Contained Breathing Apparatus	53,520.00	25,135.82	675.00	27,709.18	51.77	48.23
Thermal Imaging (6)	13,820.00	1,212.56	9,135.00	3,472.44	25.13	74.87
Computer Equipment	21,724.00	8,735.66	0.00	12,988.34	59.79	40.21
Vehicles and Apparatus	975,570.00	445,243.66	39,214.01	491,112.33	50.34	49.66
Equipment Maint & Replacement	\$1,287,784.00	\$530,941.59	\$121,393.01	\$635,449.40	49.34	50.66
Administration						
Emergency Management	289,740.00	65,842.03	28,024.99	195,872.98	67.60	32.40
Admin (Including Services Provided by City)	1,784,325.00	845,285.14	25,889.92	913,149.94	51.18	48.82
Administration	\$2,074,065.00	\$911,127.17	\$53,914.91	\$1,109,022.92	53.47	46.53
Grand Total (7)	\$12,408,403.00	\$5,776,467.34	\$270,807.11	\$6,361,128.55	51.27	48.74

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

Expenditure Variance Explanations

LFRA Budget Status - Expenditures

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Variance Explanations - Expenditures

(1) Permitting & Development Review

Overtime as a function of building activity and Training as a result of the commitment to the Development Team Training.

(2) Training

Purchase order for the Paul Callan Course for half of the Lieutenants to occur later in the year.

(3) Station Two

Equipment purchases for power washer and lamps.

(4) Emergency Medical Service

Full year commitment for the Physician Advisor.

(5) Communications

Radio replacements.

(6) Thermal Imaging

Replacement purchases made.

(7) Grand Total

Last year LFRA spent 42.2% of the budget.



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

Loveland Fire Rescue Authority Authorized Spending Report by Account Class Quarter Ending 6/30/15, 50% of the Year

Segments	Total Budget	*YTD Exp	*YTD Enc	Total Available	Total % Available	Total % Spent
Personal Services	\$8,727,490.00	\$4,281,537.25	\$0.00	\$4,445,952.75	50.94	49.06
Supplies	556,818.00	239,753.18	35,775.49	281,289.33	50.52	49.48
Purchased Services	2,802,245.00	1,238,527.60	147,832.61	1,415,884.79	50.53	49.47
Capital Outlay	321,850.00	16,649.31	87,199.01	218,001.68	67.73	32.27
Grand Total (1)	\$12,408,403.00	\$5,776,467.34	\$270,807.11	\$6,361,128.55	51.27	48.74

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

(1) Grand Total

There are several encumbrances: development review team training, drug testing, ramp system for the command training center, Stat 5 exhaust system, the EMS Physician Advisor for the year, Peer Support Psychologist, vehicle, radio replacements, radio maintenance contract, and outside legal counsel.

City's Capital Replacement Fund:

Ladder Truck Refurb Budget	\$606,240.00
Plus Reappropriation for the Aerial Platform Truck (final reading in April)	925,094.00
Less Actual Expenditures (Aerial Platform)	831,028.00
Less Encumbrances (Purchase Order-Refurb)	486,021.71
Remaining Budget	<u>\$214,284.29</u>

Ladder Truck Refurbishment and the remaining 2014 budget for the 100' Aerial Platform Truck and equipment necessary to make it service ready. Aerial Platform truck is in service. The ladder truck refurb is in progress and expected to be completed in August or early September.

City's Fire Capital Expansion Fee Fund:

Budget	\$295,000.00
Less Actual Expenditures	1,450.00
Less Encumbrances (Purchase Orders)	0.00
Remaining Budget	<u>\$293,550.00</u>

New Training Center Property Design; the actual expenditures are related to a final close out bill from Belford Watkins for the Station 2 construction. The total is less because lamps for Station 2 were incorrectly posted to this account and that expenditure was moved to the station budget in operations.

This fund is also being charged for an allocated share of the Capital Expansion Fee Study; however, LFRA only reports on Fire related expenditures. \$15,000 was appropriated in 2014. There was a balance of \$11,000 that has been included in the reappropriation ordinance; the actual expenditures in 2015 through 6/30/15 are \$1,021.55.

In the Works

LFRA Maturation

- Employee Conversion - All of the appropriate documents have been drafted by City attorneys and Ireland Stapleton attorneys to convert employees from City to LFRA employees. A working group of the Fire Chief, Administrative Director, three LFRA Captains, attorneys, and City Human Resources Director have been meeting every two weeks to work through the many different policy and implementation challenges to ensure that this process occurs smoothly. Fire employees will retain all the same benefits, including accrued hours for sick, holiday, vacation and others. The process is intended to be complete by the end of October for a November 1, 2014 effective date.
- The IRS form to establish the City of Loveland an agent of LFRA for the purpose of payroll and tax reporting has been sent for approval.
- The Fire Rescue Authority Advisory Commission (formerly the City FRAC commission) has drafted a handbook to govern the administration of the commission based on the City of Loveland Boards and Commissions handbook to recommend to the LFRA Board on July 29, 2015.

Apparatus / Equipment

We have taken delivery on two replacement pickups: the Smeal Ladder Refurbishment is in progress for a September delivery: and the aircraft rescue truck for the airport is due for final inspection in August. A new apparatus committee (simply to provide the experience to a wider variety of interested firefighters) has been designated and the process to refine the standard engine design and begin work on the 2016 engine replacement has begun.

Budgetary Analysis & Consideration

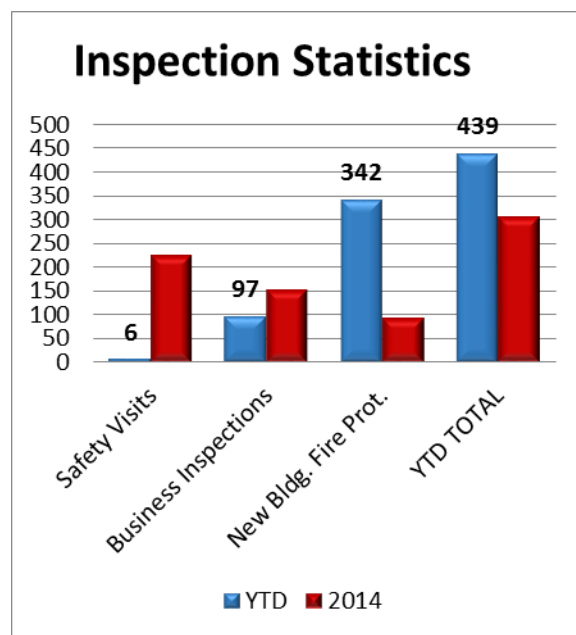
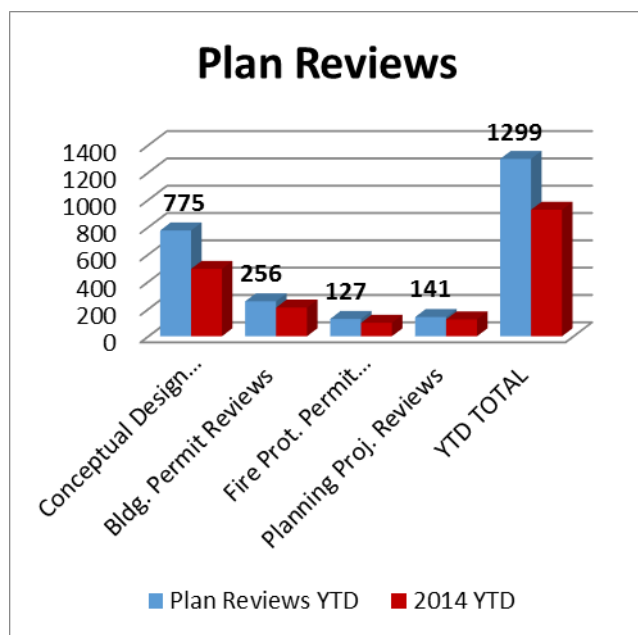
Several budget related projects have been completed within the second quarter: City's Capital Improvement Plan, Fire Capital Expansion Fee Methodology Study, City Comprehensive Master Plan Fiscal Impact Analysis, Food Sales Tax Elimination Budget Reduction Scenario, and the \$12.6M 2016 Operations Budget 2016 with a financial plan through 2024.

Lincoln Hotel

The downtown Lincoln Hotel fire sprinkler system is fully operational. This has been a multiple year complicated process to achieve fire code compliance in the best interest of permanent residents of the hotel. The partnership between LFRA, The City of Loveland and the property owner has created a far safer living environment and is expected to reduce the number of false alarm responses significantly.

Significant Building Activity

The Community Safety Division has been overwhelmed with a 34% increase in the plan reviews and a 43% increase in the number of inspections year to date generated by projects throughout the LFRA response area, within the City Limits and in the Rural District. The need to address plan review and inspections demands was the primary driver for a personnel realignment. This realignment allows for the addition of a part time inspector in August.



Grants

Captain Mialy, Emergency Manager, successfully secured three grants.

- A grant from FEMA (Federal Emergency Management Agency) through the Colorado Division of Homeland Security and Emergency Management for \$365,150 of a \$486,867 project to install a generator at the Chilson Center, a designated emergency evacuation center.
- A \$290,000 Community Development Block Grant – Disaster Recovery (CDBG-DR) federal planning grant through the State of Colorado to complete a \$172,150 Highway 287 Bridge Flood Mitigation Feasibility Study and a \$167,500 Mitigation Strategy and Master Plan.
- A \$20,000 Northeast All Hazards Region State Homeland Security grant for emergency operations center technology upgrades, exercises and planning.

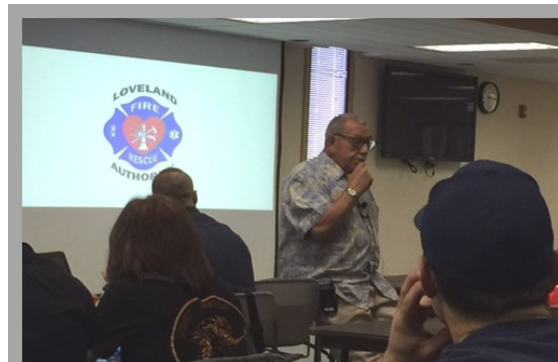
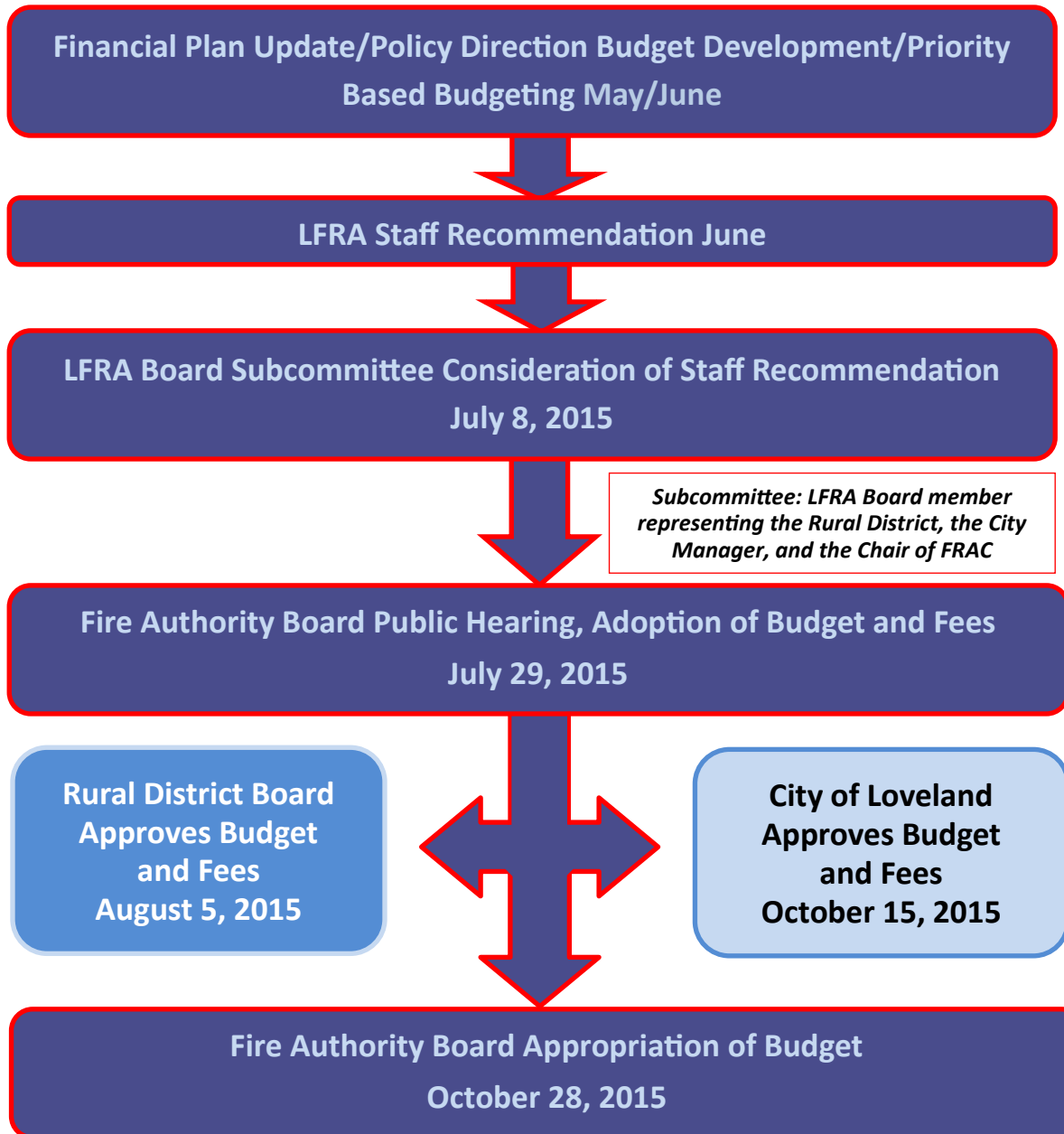
Roylene Sterkel, Business Services Coordinator, and Scott Pringle, Public Affairs Officer, secured a \$2,000 grant to purchase smoke alarms. A formal presentation will be made at the August LFRA Board meeting.

Heart & Circulatory Benefit

The second premium to align the premium year with the State's fiscal year has been made to the Trust that provides a heart and circulatory benefit to all full time firefighters that have been with the organization for at least five years for \$9,975. It has been 100% reimbursed by the State of Colorado Division of Local Affairs. The premium per firefighter remained the same at \$175, however there were six more firefighters that will qualify for the benefit in the 2015-2016 fiscal year.

In the Works Continued...

2015 Proposed LFRA Budget Process



Agenda Item Cover

Item No.: 3

Meeting Date: August 26, 2015

Prepared By: Renee Wheeler, Public Safety Administrative Director



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TITLE

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

EXECUTIVE SUMMARY

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.

BACKGROUND

The outside attorneys from Ireland Stapleton will provide legal advice to the Board on topics allowable by the State Statute.

STAFF RECOMMENDATION

N/A

FINANCIAL/ECONOMIC IMPACTS

N/A

ASSOCIATED STRATEGIC GOALS

N/A

ATTACHMENTS

None

Agenda Item Cover

Item No.: 4

Meeting Date: August 26, 2015

Prepared By: Renee Wheeler, Public Safety Administrative Director



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TITLE

Consider Approval of the Employee Conversion Documents

EXECUTIVE SUMMARY

Dino Ross and Emily Powell of Ireland Stapleton will provide all documents that require approval to complete the employee conversion process at the meeting in final form, highlighting their purpose and the contribution to the conversion process.

BACKGROUND

All documents have been reviewed by the working group and revisions have been recommended. A review of all documents prepared by Ireland Stapleton occurred 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. Ireland Stapleton also reviewed the documents related to the Consolidated Volunteer Pension Fund with the pension board at their meeting on August 19, 2015. There has been a very deliberate and thorough effort to ensure that all parties to the agreements and all LFRA members (employees, reserves and retirees) are informed.

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. A 457 ICMA plan for the administration employees will be added. 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; however, the City will retain this plan and will make the annual contributions directly. 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.

STAFF RECOMMENDATION

Approve documents as presented

FINANCIAL/ECONOMIC IMPACTS

Cost of outside attorneys.

ASSOCIATED STRATEGIC GOALS

Deploy an effective emergency response; minimize and mitigate the occurrence of emergencies in the community; and deliver cost effective services.

ATTACHMENTS

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

Agenda Item Cover

Item No.: 5

Meeting Date: August 26, 2015

Prepared By: Renee Wheeler, Public Safety Administrative Director



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TITLE

Overview of the Fire Code Appeals Process

EXECUTIVE SUMMARY

Tree Ablao, legal counsel for LFRA, will review the LFRA Rules and Regulations section related to the process for a Fire Code Appeal approved by the LFRA Board on May 27, 2015.

BACKGROUND

There will be a brief overview of the Fire Code Appeals process to ensure that the LFRA Board is familiar with the standards of conduct and the process to ensure that any appellant has a fair opportunity for consideration.

STAFF RECOMMENDATION

N/A

FINANCIAL/ECONOMIC IMPACTS

N/A

ASSOCIATED STRATEGIC GOALS

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

ATTACHMENTS

Flow Chart developed by the Attorney as a Quick Reference to the Board

Rules and Regulations Section on Fire Code Appeals

Code Official Decision

- Application of the Code
- Revoke or deny permit
- Issue stop work order



Appeal decision to Fire Chief

- Chief makes written determination
- uphold, rescind or modify code official action/decision



Appeal Chief's determination to LFRA Board

- written notice of appeal must be filed within 15 days of Chief's determination
- LFRA Chair notified
- Public hearing scheduled
- Notice of Public Hearing **published** no less than 15 days from hearing date
- Hearing held, evidence, testimony and public comment received
- LFRA makes determination at close of hearing to uphold, rescind, modify and cites findings supporting determination

8.0 Appeals to the Loveland Fire Rescue Authority

A. If under the fire code adopted by the Loveland Fire Protection District and the City of Loveland a person is denied a permit, has a permit revoked, is issued an order to correct or abate, or issued a stop work order by the code official, such person may appeal the code official's action to the Loveland Fire Rescue Authority appeals board by filing a written notice of appeal to the code official not later than fifteen days after the permit has been denied or revoked or fifteen days after the issuance of an order to correct or abate or stop work order, which notice shall specifically state the appellant's grounds for appeal and must include the following:

1. The action which is the subject of the appeal;
2. The date of such action;
3. The name, address, telephone number and relationship of each appellant to the subject of the action or decision being appealed; and
4. A specific statement of the reasons for appeal and any data, documentation or evidence upon which the appellant seeks to rely.

B. The Authority Secretary will schedule the matter for hearing within 30 days of receipt of the notice of appeal unless a later date is agreed to by all parties, and inform the Fire Authority Board Chair, the appellant and the fire code official of the hearing time, date, and location by telephone, electronically or by US mail.

C. The Loveland Fire Rescue Authority appeals board to hear the appeal shall be comprised of three members of the Loveland Fire Rescue Authority board, one from the City, one from the Loveland Fire Protection District and one additional member to serve as hearing chair.

D. Each appeal will be heard at a public hearing. Notice of the public hearing shall be given at least fifteen days in advance by publication of a notice of the public hearing in a newspaper of general circulation in the city. At the appeal hearing, members of the public, the appellant and the LFRA staff shall be entitled to address the appeals board. The public hearing shall be recorded.

E. The Loveland Fire Authority appeals board may authorize the issuance of a denied permit or rescind the revocation of a permit, order to correct or abate, or a stop work order, and when doing so may designate and impose such conditions as it may reasonably determine to be justified under the circumstances only if the board determines the following:

1. That the denial of the permit, the revocation of the permit, order to correct or abate or the issuance of a stop work order is not justified under the applicable provisions of the fire code; or

2. That the alternative design, materials, or methods of construction proposed by the appellant are equivalent to those prescribed by the applicable fire code provisions concerning quality, strength, effectiveness, fire resistance, durability, safety and all other pertinent factors and adequately protect the health safety or welfare of the occupant, intended occupants, surrounding properties and the public generally; or

3. That the applicable requirements of the fire code would work an undue and unique hardship upon the appellant. An appeal based on undue hardship must also include a statement from the appellant specifying the nature and extent of the hardship;

4. And, that the issuance of the denied permit or the rescission of the revocation of a permit, order to correct or abate, or stop work order will not unreasonably jeopardize the health, safety and welfare of the occupant, intended occupants, surrounding properties and the public generally.

8.1 Appeal Hearing Procedures

A. At the public hearing, the Appellant bears the burden of proof. All testimony shall be under oath. Tangible evidence and documents shall be marked as exhibits.

B. The hearing presentation shall be made in the following order, subject to the discretion of the hearing chair relating to limitations in time and scope, or allowances accommodating adequate presentation of evidence or opportunity for rebuttal:

1. Explanation of the nature of the appeal by the fire code official and Fire Authority staff;

2. Appellant's presentation of evidence, testimony and argument in support of the appeal;

3. Presentation of evidence, testimony and argument by the fire code official and Fire Authority staff in opposition to the appeal;

4. Public comment;

5. Rebuttal presentation by the appellant; and

6. Motion, discussion and vote by the appeal.

C. The hearing chair may limit presentation of evidence tending to be rapacious or irrelevant to the appeal. "Evidence" shall mean documentary, electronic or testimonial evidence relevant to the fire code official's subject matter of the appeal presented to support or refute a particular proposition or conclusion. Evidence shall not include argument as to how information offered as evidence should be viewed or interpreted.

D. The appeal board shall consider an appeal based upon evidence submitted at the public hearing, the record on appeal, the relevant provisions of the Fire Code and criteria contained in Section 8.0

(D)(1)-(4) of these Rules and Regulations, and the grounds for appeal cited in the notice of appeal. Grounds for appeal raised for the first time at the public hearing, and therefore not raised in the notice of appeal, shall not be considered by the appeal board in deciding the appeal.

E. The appeal board chair will issue the appeal board's final decision in writing no later than fifteen (15) days following the hearing, and shall provide a copy of such decision to all appellants and the fire code official.

F. The decision of the appeal board shall be final, subject only to such judicial review, if any, as may be available under the Colorado Rules of Civil Procedure. The date of the appeal board's written decision shall be the date of final action for the purpose of any such subsequent judicial review.

8.2 Record of Appeal

The record provided to the appeal board shall include a record of any previous proceedings before the fire code official, including without limitation, all exhibits, writings, drawings, maps, charts, graphs, photographs and other tangible items received or viewed by the fire official when making his or her decision.

Approved by the Loveland Fire Authority Board May 27, 2015

Agenda Item Cover

Item No.: 6

Meeting Date: August 26, 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.

- July Overview
- LFRA Maturation
- 2016 Budget Development
- Station Visits
- Fire Rescue Authority Advisory Commission
- Grants
- Fire Chief/County Commissioner Meeting
- July 4th Breakfast Report
- 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 August report will be distributed electronically by the first week in September.

STAFF RECOMMENDATION

N/A

FINANCIAL/ECONOMIC IMPACTS

N/A

ASSOCIATED STRATEGIC GOALS

N/A

ATTACHMENTS

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



Loveland Fire Rescue Authority July 2015 Month-End Report

Fire-Rescue Administrative Division

Chief Mark Miller and Public Safety Administrative Director Renee Wheeler

July 2015 overview -

July kicked off with budget meetings and a series of station visits with all the crews/shifts to share information regarding budget, LFRA maturation, and most importantly to get some valued "face time" with the men and women that have such a huge role in making this organization successful. We have continued to have wetter than normal conditions which has thankfully kept our regional wildfires to a minimum. However, we all know that could change rapidly if we get sustained hot, dry weather.

We (Renee Wheeler) has completed development of the 2016 budget, and we made our first of many presentations to the LFRA budget sub-committee on July 8th. We have proposed two 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 July report include; LFRA maturation update; 2016 Budget update; Station visits; FRAC alignment; Grants; Chief/Commissioner citizen meeting; July 4th breakfast report.

LFRA Maturation -

We continue to meet 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 process is moving along well, despite a plethora of complex, moving parts and challenging issues. We will be hosting a joint meeting on August 18th with City Council, LFRA Board, Rural District Board and FRAC members to review/discuss:

- Authority Resolution Assuming Transfer of Personnel, Accrued Leaves, Pension Plans, CFH Trust, and Administrative Regulations
- City Ordinance Transferring Personnel
- Fire Chief Employment Agreement
- First Amendment to the City Fire Chief Employment Agreement
- Intergovernmental Agreement Regarding Old Hire Pension Plan
- FPPA Transfer Documents
- Transfer documents prepared by City Staff, especially the Third Amendment to the IGA and the Multi-Employer Trust Agreement.

We will be presenting this information to the LFRA Board on July 29th for a first review, and then at the August 26th LFRA Board meeting for their final review/approval. Subsequently, City Council will have the opportunity to vote on the ordinances/resolutions prior to our November 1st anticipated completion date.

Additional items related to the maturation process include:

- Exploring options related to creating LFRA payroll checks and addressing all the related federal and state reporting requirements for taxes. Our efforts have been focused on legal compliance and developing cost effective long term solutions.
- Responding to questions from vendors that are responding to property and liability requests for proposals related to apparatus in particular (what we have, purpose, policies for use, value).
- Administrative policy review.

2016 Budget Development -

The Budget Sub-committee made up of Chairman Swanty, City Manager Cahill, FRAC Chairman Smela, and City Finance Director and Budget Analyst, reviewed the collection of data and analysis that has been generated over the past couple of months related to the request resources to advance the implementation of the strategic plan. The sub-committee was supportive of the request and appreciative of the considerable effort to bring forward a fiscally responsible proposal. Only two supplemental requests will be made for 2016. Those include a request for a full-time Aircraft Rescue Firefighting (ARFF) Engineer; and the continued upgrade to Voice Over Internet Phones (VOIP). The proposed budget is on the July 29th LFRA Board agenda. After the Board has considered the proposed budget and approved it, the budget will move forward to the City, the Rural District and then back to the LFRA Board for appropriation.

Station Visits –

The LFRA executive staff is committed to ensuring that every member of the organization feels appreciated, knows what is going on in and around the organization, has the opportunity to ask questions, and the opportunity to provide feedback. To encourage that exchange of information Chief Miller, Chief Ward, Chief Sparks, and Director Wheeler have begun a series of informal, company level meetings at the stations. Several of those meetings have occurred and several more are scheduled over the next couple of weeks. They are purposefully scheduled so that the information associated the employee conversion, the budget, and progress on goals related to each division is getting to them timely and accurately. Perhaps the most important message is that each member of the organization is appreciated not only for what they do in the organization but how they do it. It is the collective, focused team that endures.

Fire Rescue Authority Advisory Commission -

Now that the advisory commission is aligned with the LFRA Board, staff has been working with the commission to revise the City's handbook that serves as the administrative policy associated with the conduct of business to meet the need for the commission's service to the LFRA Board. That recommendation is on the July LFRA Board agenda.

Grants –

Work continues on the Chilson Center Emergency Generator and the Mitigation Strategy and Master Plan. Supplemental budget requests have been processed for both. Six, very thorough vendor proposals have been reviewed for the Mitigation Strategy and Master Plan development, and three vendors will be invited to interview with the committee.

Fire Chief/County Commissioner meeting –

On July 15th, Chief Miller and Larimer County Commissioner Tom Donnelly, met with a group of interested citizens in a very informal gathering at the Fireside Café (Group Publishing). Frequently, Commissioner Donnelly holds public meetings to engage with citizens, listen to concerns and to get acquainted with his constituents. This month, Chief Miller was invited as a special guest of the Commissioner. It was a small, but highly engaged group that had many questions for the Chief and Commissioner. At the end of the meeting one of the citizens conveyed how helpful it was to get some insight into the LFRA, how it works, and what we do. Many new contacts were established.

July 4th Breakfast Report –

It's back and off to a great start! The revival of the July 4th breakfast kicked off with a bang (pun intended) and was a huge success. We had over 200 attendees, including many retired Loveland Fire members. It was great food, and even greater company! No doubt, this is an “old” – “new” tradition that we plan to continue into the foreseeable future. Thanks to all the members who did the cooking, cleaning, picking up supplies, and hard work to make it come off without a hitch. Special thanks to the Loveland Rural Fire Protection Board and the Local 3566 for sponsoring the event.

Thank you!!!

Fire–Rescue Operations Division

Division Chief Greg Ward

July 2015

Significant Events / Training

- Four members of LFRA’s Special Operations Team are currently completing the Public Safety Diver and Dive Rescue 1 certifications for water rescue.
- Promotional Academies were completed for the following newly promoted members of LFRA,
Lieutenant Ben Andersen
Engineer Sean Houlihan
Firefighter Uriel Sanchez
Part Time Firefighter Jesse Schleiger
- LFRA’s Aircraft Rescue and Firefighting personnel assist the Airport Staff with the annual FAA inspection, LFRA provides training records, foam percentage records and completes a response time drill each year for the FAA Inspector.
- A LFRA Engine Company attended the service for fallen Denver Firefighter John Whelan. Firefighters from around the state and country attended the service. Our thoughts are with the Whelan and Denver Fire Families.

Training Center Utilization

Thompson Valley EMS
Loveland Police

Loveland Public Works
SVI Trucks

Significant Incidents

- LFRA responded to a residential structure fire on East County Road 18 (Highway 402) on June 25th. The structure was well involved on the arrival of Engine 6, the fire was attacked from the outside initially to gain control. Front Range Fire Rescue and Windsor-Severance Fire Rescue provided assistance on scene.
- On June 30th, LFRA was dispatched to a structure fire on Rockvale Drive in Northwest Loveland. First arriving Engine 2 located a fire on the exterior of the structure that had worked its way to the interior. Crews battled a difficult to reach interior fire and outside temperatures of 96 degrees to bring the fire under control.
- Just prior to the end of the City’s fireworks show, LFRA was dispatched to a residential fire on Essex Drive. The fire was visible from several blocks away as units arrived in the area. Crews initially attacked the fire with heavy water streams from the deck gun mounted on Engine 5, once the bulk of the fire was knocked down crews advanced interior to extinguish the fire and search for victims. LFRA was assisted on scene by the Poudre Fire Authority. Berthoud Fire and Front Range Fire Rescue along with off-duty recall personnel staffed LFRA Stations during the incident.
- Engine 2 was the first unit to arrive on scene of a structure fire in Nucla Court on July 14th, they reported a fire on the rear porch of the residential duplex. The fire had initially been controlled by the homeowner. LFRA overhauled the fire area ensuring that the fire did not extend to the interior of the structure.
- Just after 8PM on July 23rd LFRA was dispatched to a commercial structure fire on South Grant Ave. Battalion 1 arrived on scene of a dumpster fire that was impinging on the rear of a large metal commercial building. Engine 3 advanced an attack line to control the fire, Rescue 2 and Tower 6 gained access to the interior and roof of the structure to confirm no fire extension. This incident is very similar to the one that took the life of Denver Firefighter John Whelan.



East County Road 18 Residential Fire



Essex Drive Residential Fire





Rockvale Drive Residential Fire



Nucla Court Residential Fire



South Grant Dumpster Fire impinging on a Commercial Building



**Community Safety Division
Division Chief, Ned Sparks
July, 2015**

Update/overview of CSD, Special Events (Ned):

- ❖ Continue restructuring CSD – Emergency Manager Pat Mialy has been reassigned to CSD. This will provide a two Captains in critical roles for LFRA and help provide staff support for Emergency Management and Fire Code Enforcement.
- ❖ In the 6th month of the DRT training course and beginning the Strategic Plan Development portion of the training.
- ❖ Review of the Fire Safety Visit program and use of ETI continues to move forward. Capt. Lyons, DFM Dann, Engineer Drage and Karen Skillman from IT have been instrumental to help set up a system in ETI for tracking the visits from the FIT's and Engine Companies.
- ❖ FAB remodel continues at the FAB and Fire relocation of staff to existing space is underway.
- ❖ Several Special Events in the Old Town area – Loveland Loves BBQ, 40's on 4th St.
- ❖ The annual Fireworks show was successful with no injuries!



Significant Building Plan Reviews, and Inspections (Carie and Ingrid):

- Meeting with Owner and Design team for the Feed and Grain Building; code officials to pre-review phased proposed use and code summary.
- Approved Esches food market north Loveland
- Bass Pro officially pulled out of Loveland – Follow up meeting on Aug. 6, for all development reviewers to go over status of the site; requirements for future development (lift station, etc.).
- Loveland classical school found a site for their high school...going to planning commission on July 27th for approval, and in process of code review in CSD. New location will be on 2709 N Wilson Ave. in the multi-purpose church building next to the church.
- Provided design assistance for Larimer Humane Society's new campus and also Scion Industries plans for expansion, on East 71st St. This is expected to become a contentious review for the projects due to access and water/hydrant needs or fire sprinklers.
- Approved site plan for Wingate Hotel in Johnstown 2534 area.
- Met with Colorado Division of Fire Prevention and Control to resolve issues with construction and fire protection for Clearview Strategic Behavioral Hospital in Johnstown 2534 area.
- Book Haven new location - serious problems with Architect and Contractor not following building permit requirements.
- Meadowsweet Circle – contractor failed to read plan conditions for required fire sprinklers. In discussion about how to resolve the requirement, as the house is almost completed.

PIO, Website & Public Education (Scott):

- ✓ Working on accreditation performance indicators for Public Education
- ✓ Working on a social networking policy for the department
- ✓ Safety booth at Centerra Kid's Day event
- ✓ Safety booth at Cherry Pie Festival
- ✓ 2 car seat inspections
- ✓ 2 bike helmet fittings
- ✓ Submitted 2nd quarter child passenger safety report to the state CPS coordinator
- ✓ 2015 Expo event planning
- ✓ Safety presentation for residents at Park Regency Assisted Living
- ✓ Assisted Thompson School District with interview panel for Safe Routes to School Coordinator position

Accreditation, Fracking, Inspections, Investigations (Ty):

- ✚ Working with Loveland Development Services re. oil & gas well setback requirements and understanding COGCC rules
- ✚ Working with DFM Dann to develop training plan for new FIT Sandoli
- ✚ Developing training plans for Fire Codes 101 and Fire Investigations 101 classes
- ✚ Inspected 2 fireworks stands and inspected Denver Ave Walmart for complaint of inside sales of fireworks
- ✚ Inspections: 26 new construction permit inspections, 7 hazmat permit renewals, 10 general inspections, 2 complaint inspections, established 3 new hazmat permits for oil & gas wells, reviewed/approved 8 burn permits
- ✚ Investigations: Assisted Operations with boat fire/hazmat at Boyd Lake, lead investigator for 4177 Rockvale Dr structure fire and 1770 Nucla Ct structure fire, helped Andersen with numerous follow-up calls re Essex Dr structure fire
- ✚ Covered as FIT2 on July 1st (0730-1200)

Office of Emergency Management – July 2015 Activities Report

Significant events:

Lou Giuliano's contract was extended until the end of August so that she could wrap up the COOP interviews and also develop a management plan for mob and operations of a disaster assistance center. She also gathered data from Ty's hazmat program and worked with the GIS division to build a mapping layer that shows the locations of hazmat and target hazards, population densities, and property values in our district. This info will become accessible for crews once we can integrate the map layer. The crews will soon have access to the Pictometry program which offers oblique views of buildings (and anything else) instead of a straight down view. The combination of the GIS map and Pictometry should prove to be valuable tools for incident command.

We also moved forward in the path to gaining city council approval of both of the large grant awards. The CC also re-adopted NIMS, this time as a stand-alone resolution.

The state has given advanced notice that they will be conducting EMPG audits in the coming months. Roy is assisting in the document collection process to help me prepare for the audit. I may be asking for some assistance during the audit, particularly for the inventory audit.

Larimer County received a grant award to fund the update of the Northern Colorado Regional Hazard Mitigation Plan of 2010. The contractor, Michael Baker International, began the process with holding a large group kickoff meeting and multiple small group meetings. In this effort, Loveland staff will be requested to provide data, documents, and plans as well as asked to participate in discussions. This will be a major effort and require a lot of staff time, especially for the local EMs. Our own process of developing a Mitigation Strategy and Master Plan will spring board off of the earlier efforts and move toward a very robust mitigation program for Loveland's long-term future.

Flood Recovery

- On-going city recovery planning meetings
- Met with Canyon/Loveland 2013 flood unmet needs group manager and LC OEM

Operations and Maintenance

- Facilitated meeting with Chief Miller, Renee, Jason, PFA, and LC OEM ref L-4 as future OEM site; conducted site visit
- Conducted station 4 site visit with LC Commissioner Gaiter, LC OEM, and Jason
- Met with Barb Ref EOC phones
- Multiple EOC projects are scheduled with FM
- Worked on LFRA accreditation assessment and met with Ty several times for multiple project aspects

Planning and Documentation

- NIMS re-adopted by City Council
- Planning meeting with Ty for Oil and Gas hazards management
- Meeting with Chief on IT planning
- Facilitated COOP meeting with Development Services
- Multiple planning conferences with LC's HMP vendor and OEMs for document update
- Lou completed ARC map of hazards, values, and population; working with Fire to provide info for use in field and on CAMEO, if possible
- Created a consequence management plan for US Pro Cycle race
- Secured ESF 15 support for consequence management during the US Pro Cycle race planning meeting
- Met with OEM volunteer Cheri Clymer
- Lou began development of disaster assistance center mob, operations, and demob plan
- Met with Sparks and Dann for CSD strategy development
- Met with Sparks and Pringle for CSD strategy development
- Met with Pringle for PAO position duties
- Participated in US Pro Cycle race planning conference call
- Attended IT's COOP plan development meeting provided by vendor
- Met with Finance Dept for streamlining processes and forms for disasters

Emergency Preparedness Relationships

- Attended meeting with Larimer County Emergency Healthcare Coalition
- Co-delivered with Gina a T-t-T class to Larimer County's Animal Disaster Emergency Response Team on emergency preparedness for animal owners
- Attended North Colorado Emergency Managers meeting
- Attended LC's community collaboration planning meeting
- Assisted IT dept with vulnerability assessment for their COOP development

Grants

- Emergency generator grant management, took ordinance to CC for contract & funding approval
- CDBG-DR grant funded Mitigation Strategy and Master Plan proposals reviewed, 3 contractors invited for interviews on Aug 28th for final selection
- Scheduled ordinance for CDBG-DR grant for Aug 4th for contract & funding approval
- Worked with state for expedite CDBG-DR and the contract language agreements
- Working with Facilities Management to write RFP for emergency generator project
- Met with state for CDBG-DR and HMP grant facilitation

Training and Public Outreach

- Facilitated multiple 2015 Expo planning meetings
- Provided Pringle with EM training

Training Received

- Attended and coordinated for the delivery of Pictometry demo from LETA
- Blue Card training with Officers group

Exercises

- Evaluated the SEOC's functional exercise on information management and resource ordering

Other

- Worked on IAEM region 8 newsletter
- Interviewed for university graduate program research projects (2)
- Attended Talk Box demo at Gilbert's request
- Worked with IT to have HMP plan update electronic resource folder placed in V:intra-dept shares



**COLORADO
DEPARTMENT
OF PUBLIC SAFETY**

Chief James M. Wolfenbarger
Colorado State Patrol
 700 Kipling St.
 Suite 1000
 Denver, CO 80215-5865
 (303) 239-4500
 TDD (303) 239-4505
 FAX (303) 239-4481

May 8, 2015

Battalion Chief Tim Smith
 Loveland Fire Department
 Training Division
 410 East 5th Street
 Loveland, Colorado 80537

Dear Battalion Chief Smith:

On behalf of the Colorado State Patrol, I would like to thank you for providing the use of the Training Room located within the Fire Training Facility, for the purpose of conducting our annual Commercial Motor Vehicle Inspector Update Training for Level I and II Inspectors.

By providing your department's training room, you provided an exceptional opportunity for the Colorado State Patrol, Motor Carrier Services Programs and Training Unit to work with your department and build the foundation for overall traffic safety. This is in direct line with the mission of the Colorado State Patrol in strengthening external partnerships to improve public safety services.

It is with great pleasure I write this letter, and again, I would like to thank you on behalf of Master Trooper Alan Rice, myself, and the entire Colorado State Patrol. If I can be of any service to you or your department, please don't hesitate to call.

Sincerely,

Captain Rocco Domenico
 Motor Carrier Safety Programs and Training
 Colorado State Patrol
 15075 South Golden Road
 Golden, Colorado 80401
 303-273-1875

John W. Hickenlooper
 GOVERNOR

James H. Davis
 EXECUTIVE DIRECTOR

Colorado State
 Patrol

Colorado Bureau
 of Investigation

Division of
 Criminal Justice

Office of Preparedness,
 Security, and Fire Safety





KNIGHTS OF COLUMBUS
BIG THOMPSON COUNCIL, No. 3434
P.O. Box 542
LOVELAND, CO 80539

June 30, 2015

Tim Smith
Loveland Fire Rescue Authority
410 E. 5th Street
Loveland, CO 80537

Dear Tim,

I want to express my sincere appreciation for your generous support of this year's Boars and Brews Fundraiser with a Loveland Fire Dept ride along. Thanks to God's grace and the outpouring of support from our sponsors and friends, we distributed more than twice as much to the youth groups of the community as we did last year.

Since the youth groups that we support with this event serve the entire community, we reach out more widely for this fundraiser on their behalf. This year's community response was outstanding. More than 600 people enjoyed the meal, band, friendship, and auction, while 190 volunteers helped in making it happen. But none of the success this year would have been possible without you! You and 164 folks like you, gave monetary support or donations of goods and services to ensure the attainment of our goals.

The Knights of Columbus Big Thompson Council #3434 was able to distribute \$29,100 to Special Olympics of Northern Colorado, Cub Scout Pack 81, Boy Scout Troop 81, World Youth Day participants, and Saint John the Evangelist School for their respective youth programs. Please keep us in mind when you plan your charitable giving for next year, as we are already working on our third annual Boars and Brews. We would be extremely grateful for your continued partnership with us in the future.

With sincere gratitude,

Gene Miksch
Grand Knight

Dick Reznik
Boars and Brews Committee Chairman

7-14-15

MARK,

WHAT A POWERFUL ROLE THE HONOR
GUARD AND STAFF OF LOVELAND FIRE &
RURAL AUTHORITY PLAYED IN THE MARSHAL
PEAK MEMORIAL! How Can We Thank
All of You Enough?

IT WAS, AND ALWAYS WILL BE, AN
HONOR TO STAND SHOULDER TO SHOULDER
WITH OUR BROTHERS AND SISTERS FROM
LFRA.

I APPRECIATE YOU!

Julie
Thank you!

Factory Mutual Insurance Company
1151 Boston-Providence Turnpike
P.O. Box 9102
Norwood, MA 02062 USA
T: **781 255 4000** F: 781 255 4024 www.fmglobal.com

June 22, 2015

Ms. Roylene Sterkel, Business Services Coordinator
Loveland Fire Rescue Authority
410 East Fifth St.
Loveland, Colorado 80537

Dear Ms. Sterkel:

Congratulations. Your grant application for an FM Global fire prevention grant stood out among the hundreds we received and we will be funding \$2,000 towards the purchase of 200 ten-year smoke alarms.

Kayla Works, fire service program coordinator in FM Global's St. Louis office will contact you soon to arrange for a check presentation. In addition you will be receiving an email with a sample press release. Once you and Kayla have scheduled a date for a visit, you can customize and distribute the press release to bring further public attention to your worthy efforts and to publicize your award.

In the meantime, if you have any questions, please feel welcome to e-mail me.

Best wishes for continued success in your fire prevention endeavors.



Michael Spaziani
Manager - Fire Service Programs
michael.spaziani@fmglobal.com

cc: Kayla Works – FM Global St. Louis Operations

File #15-061

From: Sandi Friedrichsen [<mailto:sfriedrichsen@wsfr.us>]
Sent: Friday, June 26, 2015 7:54 AM
To: Mark Miller
Subject: WSFR Open House

Good morning Chief!

I hope things are going well for you! I just wanted to send a personal note to you and thank everyone for helping us out the day of our Open House. Lt Hintzman and his crew were a great asset to have on site and the kids loved having the engine to climb through and the firefighters to talk with. By having them there, it freed up our crews to do other demonstrations and run calls without having to worry about finding a hiding child in our backseat. Thank you also to CSD for letting us borrow the Sparky the Dog outfit. It was a huge hit among all of the kids and the adults that day. We do appreciate all of the help that you provided for us. It couldn't have been such a great success without LFRA assistance. Please let us know if we can return the favor in anyway. Hope you have a wonderful rest of your day and hope to catch up with you soon.

Sandra Friedrichsen
Fire Marshal
Windsor Severance Fire Rescue
100 7th Street - Windsor, CO 80550
Main - (970) 686-2626
Email – firemarshal@wsfr.us
www.wsfr.us



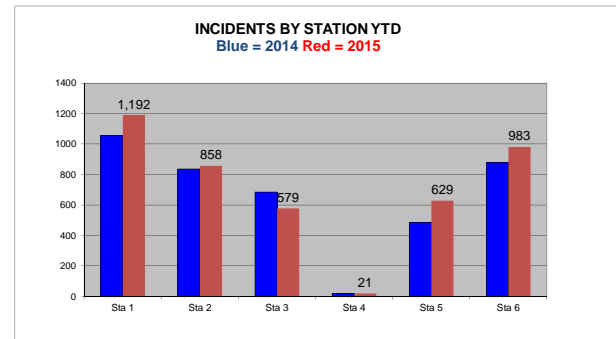
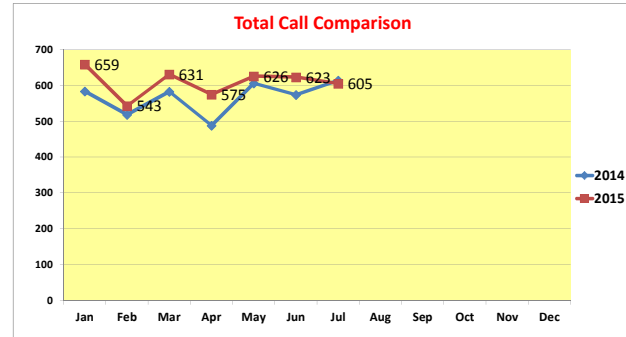
LOVELAND FIRE RESCUE AUTHORITY - Operations Division

July, 2015

42 of 43

CALL INFORMATION					
INCIDENT TYPE	CITY	RURAL	MO. TOTAL	YTD	%
Structure Fire (Residential)	2	0	2	16	
Structure Fire (Commercial)	1	0	1	2	
Vehicle Fire	2	0	2	16	
Grass/Wildland Fire	9	4	13	33	
Smoke/Odor Investigation	6	3	9	65	
Fire Alarm	52	2	54	311	
Other Fire	6	2	8	121	
Total Fire Related	78	11	89	564	13%
Total Medical (EMS)	291	28	319	2,308	54%
Motor Vehicle Accident	47	13	60	389	
Hazmat	4	4	8	82	
Water/Ice Rescue	1	2	3	15	
Animal Rescue	0	0	0	6	
Carbon Monoxide	10	2	12	97	
Public Asst. (Service)	37	3	40	274	
Asst. P.D.	6	0	6	51	
Cancelled Enroute	30	23	53	359	
No Incident Found	3	3	6	74	
Standby	0	1	1	20	
Airport Standby	8	0	8	23	
Airport Emergency	0	0	0	0	
Total Miscellaneous	146	51	197	1,390	33%
Month-End Total	515	90	605		
Year Cumulative	3,587	675		4,262	3,968
Percentage YTD	84%	16%			

Average Response Times	YTD in Minutes	Prev. Year	Fire Confined to Room of Origin	Previous Year
Call to Tone Out	3:09	3:11	65%	74%
Dispatch to Enroute	1:58	1:12		
Enroute to 1st Arrival	9:19	9:48		
Average on Scene	16:40	14:17		



MUTUAL/AUTO AID STATISTICS YTD				
	Received	Hours	Given	Hours
Fort Collins	17	9	64	26
Previous Year	30	20.25	62	25.75
Berthoud	4	13.5	23	26.5
Previous Year	9	10.5	13	7.5
Windsor	42	18	15	8
Previous Year	42	19.75	26	10.75
Johnstown	8	5	9	6.5
Estes Park	0	0	2	5
Previous Year Totals	81	50.5	101	44
YTD TOTALS	71	45.5	113	72

Training & Reserve	Hrs/Month	Hrs/Prev Month	Hrs/Prev Yr.	Hrs/Year to Date
Shift	1,219.00	1,173.00	8,423.00	9,209.00
Reservist	26.00	36.50	254.00	310.00
Admin	55.50	48.00	558.00	470.00
Total	1,300.50	1,257.50	9,235.00	9,989.00
Reservist Shift Hours	174.00	184.00	2,059.00	2,012.25

LOSS/SAVE INFORMATION				
Type of Fire	City		Rural	
	Loss	Save	Loss	Save
Residential Structure	\$ 433,721	\$ 320,479	\$ -	\$ -
Commercial Structure	\$ 3,306	\$ 272,252	\$ -	\$ -
Other Fires	\$ 550	\$ -	\$ 200	\$ -
Month Total	\$ 437,577	\$ 592,731	\$ 200	\$ -
Year Cumulative	\$ 898,577	\$ 4,999,418	\$ 439,773	\$ 1,302,561

	Specialized Disciplines Training			
	YTD Courses	Prev. Yr. Courses	YTD Hrs.	Previous Yr. Hrs.
Collapse	20	19	19	24
Rope	53	33	57.75	34
Confined Space	21	21	13.5	36.25
Search/Rescue	19	1	44	2
Water	68	47	129	110.25
TAC	72	7	326.5	10
Hazmat	50	66	52	53
Animal Rescue	2	NA	1.25	NA
Wildland	232	171	627	303.85
YTD TOTALS	537	365	1,270.00	573.35



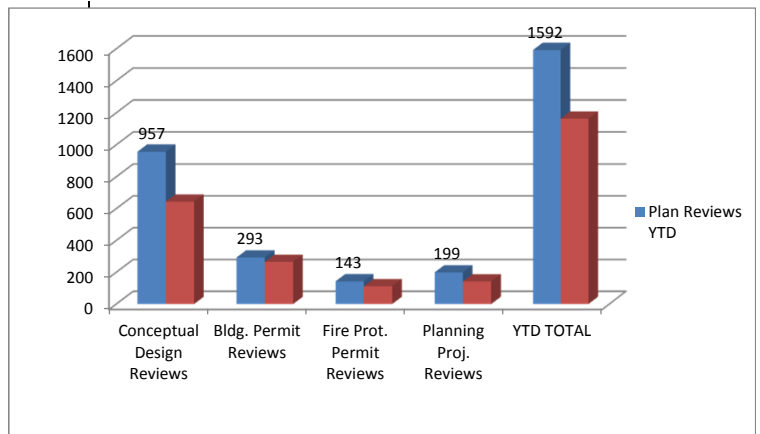
LOVELAND FIRE RESCUE AUTHORITY

July, 2015

DEVELOPMENT REVIEW STATISTICS

	City	County	Johnstown	Totals	Hours
Conceptual Design Reviews	180	2	0	182	72
Previous Month	93	3	2	98	54.5
Previous Year	626	18	X	644	475
YTD Total	937	15	5	957	459
Building Permit Reviews	37	0	0	37	56
Previous Month	58	0	2	60	89
Previous Year	248	17	X	265	561.5
YTD Total	343	7	6	293	576.5
Fire Protection Permit Reviews	16	0	0	16	20
Previous Month	25	1	6	32	20
Previous Year	109	3	X	112	104.5
YTD Total	118	4	21	143	124
Planning Project Reviews	54	4	0	58	88
Previous Month	20	3	2	25	47.5
Previous Year	134	8	X	142	273.5
YTD Total	165	27	7	199	432.5
TOTAL REVIEWS YTD	1,563	53	39	1,592	
Previous Year	1,117	46	X	1,163	

CSD Development Review YTD



Planning & Building Check-Ins YTD 846 209.25

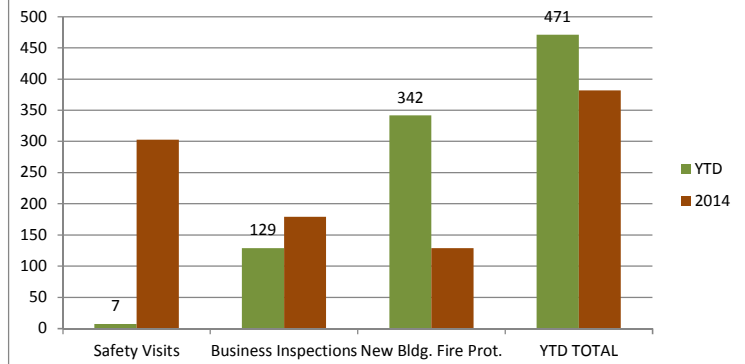
Fire Protection Permits Average days in review - 3.25 days
Percent within goal time - 100% in July

INSPECTION STATISTICS

	City	Rural	Total	Hours
Eng. Co. Safety Visit*	6	1	7	5.25
Safety Re-Visit	0	0	0	0
Business Inspections	27	5	32	29.25
Previous Month	11	1	12	8
Previous Year	161	18	179	222
YTD Total	110	19	129	110
New Bldg./Fire Protection	81	10	91	125.5
Previous Month	52	7	59	93
Previous Year	62	12	74	101.5
YTD Total	291	51	342	530.5
TOTAL INSPECTIONS YTD	401	70	471	
Previous Year	340	42	382	

*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	7	4	9.5	11	9	72	82	*Research on Community Risk Assessments
Tents/Special Events*	12	1	3.25	13	23	25	48	*2015 Emergency Preparedness Expo Event Planning
Burn Permits Issued	0	3	0.75	3	11	80	81	*Safety Booth at Cherry Pie Festival
Investigations	11	9	20	20	10	18	101	*Safety Presentation@ Park Regency Asst. Living
Service Call/Complaints	8	2	10.5	10	15	35	56	*Book Rdng. & Act. Book Present. @ Lvld. Library
Car Seats Installed	17	0	8.5	17	19	101	117	*14CRs & 27 PZ Reviews Ingrid did for Bldg. Dept.
YFS Program	0	0	0	0	0	9	0	*Book Haven Permit & Inspection Issues
Public Education Events	4	1	8	5	6	40	62	*Clearview Behav. Health Mtg. w/State Fire Prev.
Total Pub. Ed. Contacts	328	25		353	574	2,954	2,941	*Meadowsweet Circle Residential Sprinklers