Loveland Fire Rescue Authority Board Meeting



Station 2
3070 W. 29th Street
Community Room
Loveland, Colorado 80537
Wednesday, February 24, 2016

1:30 PM



Loveland Fire Rescue Authority (LFRA) Board Meeting Agenda Station 2, 3070 W 29th Street Community Room Loveland, Colorado 80537 Wednesday, February 24, 2016

1:30 PM

The Loveland Fire Rescue Authority (LFRA) is committed to providing an equal opportunity for services, programs and activities and does not discriminate on the basis of disability, race, age, color, national origin, religion, sexual orientation or gender. LFRA contracts with the City of Loveland for assistance with translation, discrimination concerns, and Americans with Disabilities Act accommodations. Please contact the City of Loveland Title VI Coordinator at TitleSix@cityofloveland.org or 970-962-2372 for translation services and discrimination concerns. LFRA will make reasonable accommodations for citizens in accordance with the Americans with Disabilities Act (ADA). For more information on ADA or accommodations, please contact the City of Loveland ADA Coordinator at bettie.greenberg@cityofloveland.org or 970-962-3319.

La Autoridad de Rescate de Incendios de Loveland (LFRA, por sus iniciales en inglés) se compromete a proveer oportunidades equitativas para servicios, programas, y actividades, y no discrimina basándose en discapacidades, raza, edad, color, origen nacional, religión, orientación sexual, o género. La LFRA tiene contratos con la Ciudad de Loveland para recibir asistencia para traducciones, en caso de preocupaciones de discriminación, y de acomodaciones de la Ley de Americanos con Discapacidades. Por favor comuníquese con el Coordinador del Título VI de la Ciudad de Loveland en <u>TitleSix@cityofloveland.org</u> o al 970-962-2372 si necesita servicios de traducción o tiene preocupaciones de discriminación. La LFRA organizará acomodaciones razonables para ciudadanos de acuerdo con la Ley de Americanos con Discapacidades (ADA, por sus iniciales en inglés). Si desea más información acerca de la ADA o acerca de las acomodaciones, por favor comuníquese con la Coordinadora de la Ciudad de Loveland en <u>bettie.greenberg@cityofloveland.org</u> o al 970-962-3319.

Wireless access: COLGuest, accesswifi

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL
AWARDS AND PRESENTATIONS
PUBLIC COMMENT

CONSENT AGENDA

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

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

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



Loveland Fire Rescue Authority (LFRA) Board Meeting Agenda Station 2, 3070 W 29th Street Community Room Loveland, Colorado 80537 Wednesday, February 24, 2016

1:30 PM

1. Consider a Motion to Approve the Minutes from the Loveland Fire Rescue Authority Board for the January 27, 2016 Regular Board Meeting.

End of Consent Agenda

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.

- 2. Presentation of LFRA Board and Fire Chief Roles and Responsibilities
- 3. Conduct a Public Hearing and Consider Adoption of a Resolution to Approve the 2016 Supplemental Budget
- 4. Review Briefing Papers and Correspondence
 - a. Chief's Report
 - b. Letters
 - c. January Statistics
 - The January Operations Statistics are not included this month because we are changing our methodology for reporting the data and we are working on ensuring the quality of the data. The report will be in the March packet.
- 5. Any Other Business for Board Consideration

ADJOURN

Agenda Item Cover

Item No.: 1

Meeting Date: February 24, 2016

Prepared By: Renee Wheeler, Administrative Director



TITLE

Consider a Motion to Approve the Minutes from the January 27, 2016 Loveland Fire Rescue Authority (LFRA) Regular Board Meeting

EXECUTIVE SUMMARY

The attached documents, prepared by Roylene Sterkel, are a record of the January 27, 2016 regular meeting of the LFRA Board. The document details the discussions at the meeting including: the consent agenda (Minutes and Board notification of the Patient Protection and Affordable Care Act: Employer Shared Responsibility Provision), discussion about the 4th Amendment to the Formulation IGA to Change the Budget Adoption Process, and the Chief's report.

BACKGROUND

Standard meeting protocol

STAFF RECOMMENDATION

Approve as written

FINANCIAL/ECONOMIC IMPACTS

N/A

ASSOCIATED STRATEGIC GOALS

N/A

ATTACHMENTS

December 16, 2015 Minutes



Loveland Fire Rescue Authority Board Meeting Minutes Wednesday, January 27, 2016 3070 W. 29th Street, Loveland 1:30 p.m.

Members Present:

Board Chairman Jeff Swanty, Loveland Rural Fire Protection District Vice Chairman Cecil Gutierrez, City of Loveland Mayor Director Bill Cahill, Loveland City Manager Director John Fogle, City of Loveland Council Member Director Dave Legits, President of the Loveland Rural Fire Protection District

Members Absent:

None

Staff Present:

Loveland Rural Fire Protection District Board Secretary Greg White Fire Chief Mark Miller
Division Chief Greg Ward
Division Chief Ned Sparks
Public Safety Administrative Director Renee Wheeler
Business Services Coordinator Roylene Sterkel
Emily Powell, Legal Counsel to the Authority

Visitors:

Mike McKenna Chris Klaas Battalion Chief Rick Davis Emergency Manager Pat Mialy Captain Dave Schuetz

Call to Order:

Chairman Swanty called the Loveland Fire Rescue Authority ("LFRA") Board meeting to order on the above date at 1:30 p.m.

Awards & Presentations:

The Fire Chief, the Board and guests presented the Fire Chief's Distinguished Merit Award to Meara Cochran for her quick actions after noticing a structure fire that saved the homeowner's property and possibly their lives.

Public Comment:

None

Consent Agenda:

- 1. Consider a Motion to Approve the Minutes of the December 16, 2015 Regular Board Meeting.
- **2.** Legal advisement regarding the Patient Protection and Affordable Care Act: Employer Shared Responsibility Provision.

Vice Chairman Gutierrez moved to approve the consent agenda. Director Fogle seconded the motion and it carried unanimously.

Regular Agenda:

3. Consider a Motion to Approve a Request for a 4th Amendment to the Formulation IGA to Change the Budget Adoption Process.

Chief Miller stated that the original objective of the proposed 4th Amendment was to streamline the budget process so that it is more efficient and not as cumbersome.

Public Safety Administrative Director Wheeler showed a flow chart that reflects the current budget process: 1) The LFRA Board approves the budget for submission to the Loveland Rural Fire Protection District Board ("Rural District Board") and Loveland City Council ("City Council"); 2) The budget goes before the Rural District Board for approval by motion; 3) The budget then goes before the City Council for its approval by resolution; and 4) Following the Rural District Board and City Council approvals, the LFRA Board then appropriates the funding. Any changes in the contribution amounts to LFRA that are requested during the fiscal year require a supplemental appropriation by the Rural District Board and/or City Council (requiring two readings) if the funds are not already available within the Rural District Board's and/or City Council's budget, a process that can take considerable time even if there are no concerns regarding the request.

Chief Miller said that, upon additional consideration of the proposed 4th Amendment, Chief Staff determined it would not achieve the desired objective and Chief Staff would like the Board to consider an alternative proposal. He and Public Safety Administrative Director Wheeler proposed establishing a 1% contingency fund within the LFRA's budget each year to cover unexpected expenses or supplemental requests. The

contingency fund could not be accessed without the LFRA Board's approval, and unexpended amounts would not carry over into the next year. Including a contingency fund in the LFRA budget would not affect the annual budget approval process, but would it make the process of approving supplemental budgets, if required, more efficient.

Director Cahill said the proposal to establish a contingency fund would need to go to the Rural District Board and the City Council for their approval. City Council would consider the request as a 1% increase in the total LFRA budget, which is different than the process for City departments that may have certain projects or needs that can be addressed individually.

Rural District Board Secretary White said the Rural District also appropriates a contingency fund each year that is only used for special circumstances above and beyond the Rural District's normal budgetary needs.

The LFRA Board asked how it could approve a contingency fund, if it elects to do so. Attorney Powell said a motion or resolution by the LFRA Board would be required to approve the recommendation for a contingency fund, and that recommendation would need to be approved by the Rural District Board and the City Council. Alternatively, the LFRA Board could include the contingency fund in its 2017 draft budget and seek approval from the Rural District Board and City Council as part of the 2017 budget approval process.

Chairman Swanty expressed some concerns as to how the contingency fund process would work. Chief Miller said a decision or direction does not need to be determined today. If the contingency fund is approved, the supplemental budget process would not change until 2017.

Public Safety Administrative Director Wheeler said an amendment to the Rules and Regulations could be brought back to the LFRA Board in February if that is the direction of the Board.

Director Cahill said that City Council may not be willing to appropriate money for an LFRA contingency fund in its budget, since it would require an increase of 1% for the City's overall budget if the City's departments then expected to each have a similar contingency fund. He said there may be other options that the LFRA Board should consider to save time and improve efficiency through the budget process.

Chief Miller said this item also is part of the agenda for the annual planning meeting.

4. Review Briefing Papers and Correspondence:

Chief Miller reported that the **Training Center Property Annexation to the City** is on track for February 2nd.

Chief Miller thanked those who attended	the Appreciation Event on January 9 th .
Chief Miller reported that the City Direct Saturday. The conversation was very me	
No further items were discussed and Chameeting at 2:30 p.m.	airman Swanty adjourned the regular Board
	roved by the Loveland Fire Rescue Authority I minutes of the meeting held on the date stated
Jeff Swanty, Chairman	Roylene Sterkel, Secretary

Agenda Item Cover

Item No.: 2

Meeting Date: February 24, 2016

Prepared By: Mark Miller, Fire Chief



TITLE

LFRA Board and Fire Chief Roles and Responsibilities

EXECUTIVE SUMMARY

Following completion of the employee transfer, and as the result of Board discussion during the January Board meeting and planning session, the District's legal counsel has prepared a presentation regarding the roles and responsibilities of the Board, Fire Chief, and Volunteer Pension Board of Trustees. Attorney Emily Powell will be available at the Board meeting to deliver the presentation and answer any questions the Board may have.

BACKGROUND

A clear understanding of Roles and Responsibilities is paramount for the success of LFRA. If the Board is interested, they may also adopt Board of Director Bylaws, which is recommended, but that can be discussed at the February meeting and the Board can provide direction if necessary.

STAFF RECOMMENDATION

Listen to presentation, discuss, and implement as best practice.

FINANCIAL/ECONOMIC IMPACTS

N/A

ASSOCIATED STRATEGIC GOALS

On-Going maturation of the Fire Authority

ATTACHMENTS

N/A

Agenda Item Cover

Item No.: 3

Meeting Date: February 24, 2016

Prepared By: Renee Wheeler, Public Safety Administrative Director



TITLE

A Resolution Adopting a Supplemental Budget Regarding the Appropriation of Moneys to and the Expenditure of Moneys from the General Fund for the Loveland Fire Rescue Authority, State Of Colorado, for the Calendar Year Beginning on the First Day of January 2016 and Ending on the Last Day of December 2016

EXECUTIVE SUMMARY

This resolution would approve an increase to the 2016 LFRA operations budget of \$705,079. The resources available for the appropriation are 2015 City and Rural District contributions budget savings of \$465,149, an increase in the permit fee revenue estimate for 2016 of \$29,930, a federal grant of \$165,000 (originally budgeted in 2015), and 2016 pension fund revenue to cover pension fund expenditures of \$45,000.

BACKGROUND

A resolution and memorandum are attached to review the year end budget performance and provide detail for each request. If the Board adopts the supplemental appropriation resolution, then it will be presented to the City of Loveland and the Loveland Rural Fire Protection District for approval in March. Assuming both organizations approve the supplemental budget, it will become effective.

STAFF RECOMMENDATION

Staff recommends approval of the resolution as written.

FINANCIAL/ECONOMIC IMPACTS

The resolution would add \$705,079 additional funding for operational expenditures to advance the LFRA mission.

ASSOCIATED STRATEGIC GOALS

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

ATTACHMENTS

Resolution
Memo and Exhibit

RESOLUTION NO. R-064

A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET REGARDING THE APPROPRIATION OF MONEYS TO AND THE EXPENDITURE OF MONEYS FROM THE GENERAL FUND FOR THE LOVELAND FIRE RESCUE AUTHORITY, STATE OF COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2016 AND ENDING ON THE LAST DAY OF DECEMBER 2016

WHEREAS, the Loveland Fire Rescue Authority ("*Authority*") is a governmental entity of the State of Colorado, established by contract between the City of Loveland ("*City*") and the Loveland Rural Fire Protection District ("*Rural District*") pursuant to that certain Intergovernmental Agreement for the Establishment and Operation of the Loveland Fire Rescue Authority as a Separate Governmental Entity dated August 19, 2011 ("*Establishing IGA*");

WHEREAS, on November 18, 2015, the Authority Board of Directors ("*Board*"), after complying with notice and other statutory requirements, duly adopted a budget for fiscal year 2016 ("*2016 Budget*"). Pursuant to Section 4.1 of the Establishing IGA, the 2016 Budget subsequently was approved by the City Council and by the Rural District Board of Directors, and the amounts set forth therein were appropriated by the Authority Board on December 16, 2015;

WHEREAS, after adopting the 2016 Budget and making appropriations thereunder, the Authority Board determined it necessary to approve additional appropriations of moneys to and expenditures of moneys from the General Fund for fiscal year 2016;

WHEREAS, the Authority Board authorized its administrative staff and consultants to prepare and submit a proposed 2016 Supplemental Budget reflecting the additional appropriations of moneys to and expenditures of moneys from the General Fund;

WHEREAS, a proposed 2016 Supplemental Budget has been submitted to the Authority Board for its consideration. A copy of the 2016 Supplemental Budget is attached to this Resolution;

WHEREAS, pursuant to Section 4.1 of the Establishing IGA, the 2016 Supplemental Budget also must be submitted to the City Council and Rural District Board of Directors for their consideration, and shall become effective only after approval of both the City Council and Rural District Board of Directors;

WHEREAS, it is the Authority Board's understanding that, as part of the City's 2015 budget, the City appropriated funds for the City's 2015 funding contribution to the Authority, a portion of which funds were not expended by the Authority because certain ongoing projects were not completed or closed out during calendar year 2015, and that such unspent funds remain available to the City to re-appropriate in 2016 as part of the City's 2016 funding contribution to the Authority, in order to permit the Authority to continue work on such ongoing projects;

WHEREAS, it is the Authority Board's understanding that, as part of the Rural District's 2016 budget, the Rural District Board of Directors appropriated a contingency fund for

unanticipated expenditures and also appropriated funds for the Rural District's 2016 funding contribution to the Authority, including funds for the Authority's ongoing projects;

WHEREAS, it is the Authority Board's understanding that, in addition to the foregoing, the City and Rural District also have received and/or have reserved funds not anticipated or reserved at the time the City Council and Rural District Board of Directors adopted their respective 2016 budgets;

WHEREAS, the Authority Board desires to adopt the attached 2016 Supplemental Budget, and desires to request that the City Council and Rural District Board of Directors approve the attached 2016 Supplemental Budget, and appropriate the necessary funds to provide for the 2016 Supplemental Budget from the City's unspent funds, the Rural District's contingency and appropriated funds, and/or the City and District's unanticipated fund receipts, as appropriate;

WHEREAS, due and proper notice, published and posted in accordance with the law, advised the public that (1) the Authority's proposed 2016 Supplemental Budget was available for inspection by the public at a designated public office; (2) the Authority Board would hold a public hearing on the proposed 2016 Supplemental Budget on Wednesday, February 24, 2016 at 1:00 pm; and (3) interested electors could comment on or to file or register objections to the proposed 2016 Supplemental Budget any time before the public hearing; and,

WHEREAS, the Authority Board held a public hearing on Wednesday, February 24, 2016, and interested electors were given the opportunity to comment on or to file or register any objections to the attached 2016 Supplemental Budget.

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

- Section 1. Receipt of Moneys to the General Fund. Subject to approval of the City Council and Rural District Board of Directors pursuant to Section 4 below, the Authority Board hereby authorizes and approves the receipt and appropriation in 2016 of an additional \$715,692 in revenue from the City's and Rural District's annual funding contributions to the Authority's General Fund.
- <u>Section 2.</u> Expenditures of Money from the General Fund. Subject to approval of the City Council and Rural District Board of Directors pursuant to Section 4 below, the Authority Board hereby ratifies and approves the expenditure of an additional \$715,692 from the Authority's General Fund during fiscal year 2016.
- <u>Section 3.</u> Adoption of Supplemental Budget for 2016. Subject to approval of the City Council and Rural District Board of Directors pursuant to Section 4 below, the Authority Board hereby adopts the 2016 Supplemental Budget in the form attached to this Resolution.
- <u>Section 4.</u> City Council's and Rural District Board of Directors' Approval Required. Pursuant to Section 4.1 of the Establishing IGA, the 2016 Supplemental Budget shall become effective as of the date that both the City Council and Rural District Board of Directors

approve the 2016 Supplemental Budget. The Authority's administrative staff shall obtain and maintain with this Resolution a copy of the City Council and Rural District Board actions approving or denying approval of the attached 2016 Supplemental Budget.

<u>Section 5.</u> Purposes of 2016 Supplemental Budget Could Not Have Been Reasonably Foreseen. At the time the Authority Board adopted the 2016 Budget in the fall of 2015, it could not have reasonably foreseen the need to approve additional appropriations of moneys to and expenditures of moneys from the General Fund for fiscal year 2016.

ADOPTED this 24th day of February, 2016.

ATTEST:	Jeffrey M. Swanty, Chairperson
Secretary	<u> </u>

Loveland Fire Rescue Authority 2016 Supplemental Budget

Funds Appropriated for Use by the Authority But Unspent in 2015:

Account Title	Account Number	Amount	Description
Sources of Funds:			
Permit Revenue	604-22-223-1654-31304	\$29,930	Increase in the estimate based on collections over the last two years and projects in the queue
Pension Fund Revenue	604-22-227-1610-35315	45,000	Pension Fund revenue to offset pension fund expenditures
Federal Grant	604-22-227-1600-32000	165,000	Community Development Block Grant-DR for Mitigation Study and Master Plan
Contribution from the City	604-22-227-1601-38600	362,054	82% of the operations fund; re-appropriated from the 2015 contribution savings of \$401,440
Contribution from the Rural District	604-22-227-1601-32402	103,095	18% of the operations fund; from a 2015 contribution savings of \$88,128 an allowable use of contingency appropriated in 2016 Budget and \$23,620 from the Big Thompson Canyon budgeted capital for 100% of bunker gear match for grant from
Total Funds		\$705,079	

2016 Supplemental Authority Appropriations and Expenditures:

2016 Supplemental A	Authority Appropriations and Expe	enditures:	
Account Title	Account Number	Amount	Description
Uses of Funds:			
Other Services	604-22-227-1600-43899	\$216,292	Emergency Management grants
Tools & Equip	604-22-227-1600-42033	23,275	Emergency Management grants
Other Capital	604-22-224-0000-49399	136,800	Complete Phase II of the Station Alerting
Salaries	604-22-224-0000-41011	15,120	Rover Accelerated hire/Overhire Firefighter Less
			salaries not paid during military leave
OT	604-22-224-0000-41021	2,822	
FLSA OT	604-22-224-0000-41025	910	
Insurance	604-22-224-0000-41543	8,377	
Medicare	604-22-224-0000-41544	260	
Retirement	604-22-224-0000-41545	1,663	
SCBA	604-22-226-1644-42097	1,720	
Training	604-22-224-1605-43270	1,500	
	FRTRAIN		
Uniforms & Bunker	604-22-224-1630-42025	6,607	
Gear			
Bunker Gear	604-22-22-1630-42025	23,620	If Grant received this is required in addition to the
			grant to purchase 18 sets of Big Thompson
			Canyon Volunteer bunker gear replacements.
Equipment	604-22-223-1654-49399	18,900	Development and Permit Scanner
Equip Maint	604-22-226-1647-43562	16,050	Engine 1, 5, & 6 upgrades/repairs
Vehicle	604-22-226-1647-43654	12,480	Two BC Trucks were left out of the amortization
Replacement			calculation for the year
Parts & Supplies	604-22-226-1642-42032	9,510	One fog nail nozzle for every frontline engine
Other Supplies	604-22-224-1605-42899	6,600	20' & 40" containers for burn cells to train on fire
	FRTRAIN		behavior
Chemicals	604-22-224-0000-42021	5,200	Nova-cool foam (200 gallons)

Account Title	Account Number	Amount	Description
Salaries	604-22-223-1654-42011	14,504	Part time CSD Inspector to Full Time for 20 pay
			periods
ОТ	604-22-223-1654-42021	2,072	
Insurance	604-22-223-1654-41543	8,377	
FICA & Medicare	604-22-223-1654-41544	1,268	
Retirement	604-22-223-1654-41545	2,072	
Training	604-22-223-1654-43270	1,500	
Uniforms	604-22-224-1630-42025	600	
Veh Mtn-Outside	604-22-226-1647-43562	5,000	Graphics conversion on all apparatus, CSD, &
Service			Training
Training	604-22-224-1605-43270 FRTAIN	5,000	Kill the Flashover, Lars Smoke Behavior & Active
	504.00.000.4554.40050	4.000	Assailant course sponsorship
Training	604-22-223-1654-43270	4,000	Development Review Team Everhardt Training
Training	604-22-224-1605-43270	4,000	TRICON & ETI conferences for technology
Tuelulu	FRTRAIN	2.000	Kill the Flesh was seet Conference for an
Training	604-22-224-1605-43270 FRTRAIN	3,000	Kill the Flashover-east Conference for one
Training	604-22-224-1605-43270	2,000	Arvada Auto Extrication class
	FRTRAIN	_,,,,,	7.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1
Tower Maint on	604-22-224-1605-43569	1,265	½ of Tower Rail invoice not paid by end of year
Training Grounds	FRTRAIN		, , ,
Computer Supplies	604-22-226-1646-42015	3,485	CAD server upgrade – shared cost with PD
Other Capital	604-22-224-0000-49399	30,275	PO 15-1103 Station Alerting Installs not complete
			at year end
Comm Services	604-22-226-1641-43718	8,953	PO 15-0631 Rest of Motorola Maint Agreement
Hose	604-22-226-1642-42032	12,073	PO 15-0802 hose and PO 15-1152 nozzle tips
Other Supplies	604-22-227-1600-42899	8,953	PO 15-0761 traffic installation contract
Other Supplies	604-22-225-1603-42899 FRUSAR	3,525	EMS Skid Unit for Gator
Salaries	604-22-1601-227-41011	26,551	Retirement and one month overlap with
			replacement
Parts & Supplies	604-22-224-1631-42032	3,900	Commercial grade stove replacement-Station 1
Pension Fund	604-22-227-1610-43450	5,000	Legal
Pension Fund	604-22-227-1610-43450	30,000	Innovest to monitor investments
Pension Fund	604-22-227-1610-43270	10,000	Training
Total Appropriations and Expenditures		\$705,079	



Loveland Fire Rescue Authority
410 East 5th Street
Loveland, Colorado 80537
(970) 962-2471 Fax (970) 962-2922 TDD (970) 663-5144
www.cityofloveland.org

Date: February 24, 2016

TO: LFRA Board

FROM: Mark Miller, Fire Chief

Renee Wheeler, PS Administrative Director

RE: Request to Appropriate 2015 Budget Savings in 2016 for Incomplete Projects and High

Priority Needs

There are three things that staff is intending to address within a single supplemental appropriation: re-appropriate 2015 budget savings, appropriate the pension fund expenditures that were previously recorded in a City of Loveland Employee Benefits Fund, and appropriate the remaining cost to replace 18 sets of bunker gear if the Colorado Firefighter Safety and Disease Prevention Grant submitted on behalf of the Big Thompson Canyon Volunteer Fire Department is awarded. The following table is used to calculate the 2015 budget savings and document the rest of the appropriation. The City and Rural District contributions have been excluded from the revenue in the calculation below so that the availability calculation is limited to LFRA generated revenue in excess of the budget and expenditure savings.

Calculation of Amount Available for Incomplete Projects/Equipment Purchases Operations Fund (604)				
Revenue Expected to be Generated by LFRA:				
Budget (less budgeted contributions by City and Rural District)	\$411,110			
Less Mitigation Study Grant Revenue	(165,000)			
Revenue Collected (less actual contributions by City and Rural District)	(260,394)			
Revenue in Excess of Budget Eligible for Carryover		\$14,284		
Expenditures:				
Budget	\$12,651,003			
Actual (as of 2/17/15)	(12,010,718)			
Mitigation Study Grant Expenditures	(165,000)			
Budget Exceeds Actual	_	\$475,285		
Total Available for Re-appropriation	_	\$489,569		
	-			
Requests for Incomplete Projects	\$495,111			
New Requests (related to equipment and training)	45,425			

Calculation of Amount Available for Incomplete Projects/Equipment Purchases Operations Fund (604)			
Personnel Requests	95,923		
Less Additional Revenue (Grant \$165,000 and Permit Fees \$29,930)	(194,930)		
Subtotal of Requests Related to Carryover \$441,52			
Total Available for Re-appropriation less Requests \$48,040			

City Share 82% of \$441,529 for Re-Appropriation	\$362,054	
Rural District Share 18% of \$441,529 for Re-Appropriation	\$79,475	
Pension Fund Appropriation		\$45,000
Less Offsetting Pension Fund Revenue		(45,000)
Remaining Cost for Big Thompson Canyon Bunker Gear (100% Rural District)		23,620
Rural District Contribution (from Equipment Budget already appropriated)		(23,620)
Total Appropriation (Sum of all expenditures highlighted in blue)		\$705,079
A detail listing of the requests follows in the exhibit		

Both organizations retain savings in their fund balance. The table below illustrates that the amount requested is less than the remaining budget for contributions from each organization.

Organization	Remaining 2015 Contributions Budget	Request Above	Difference Retained in Each Organization's Fund Balance
City of Loveland	\$401,440	\$362,054	\$39,386
Loveland Rural Fire Protection District	\$88,129	\$79,475	\$8,654

The LFRA objectives related to carryover requests are to complete projects in progress at year end and meet current high priority needs, focusing on requesting items that are not recurring in nature. The carryover funding is based on revenues collected in excess of the budget and expenditures that were less that the budget in 2015. Since this is generally considered funds available on a one time basis, the commitments related to those funds should not have a multiple year commitment. However, in this year's requests there are \$69,372 or 9.8% of the total requests that have impacts on future year budgets.

- \$30,393, Community Safety Inspector to Full Time
- \$38,979 Firefighter Overhire/Rover (1 or 3 Rovers Accelerated in the Ten Year Plan from 2019)

These are all considered important expenditures for all future year budgets.

Staff believes that this approach is fiscally responsible and honors the valuable support received from our governing partners.

Exhibit: Supplemental Appropriation Detail Listing

exhibit: Supplemental Appropriation Detail	ii Listiiig	
Requests for Incomplete Projects:		
Mitigation Study and Master Plan (Grant)	165,000	
Station Alerting Project (Phase II)	136,800	
Emergency Management (EOC Upgrade and Communications	74.567	
Projects)	74,567	
Purchase Orders for equipment ordered but not received by year		
end (hose, nozzle tips, emergency warning signals, station	60,254	
alerting, radio maintenance)		
Equipment ordered under the \$5,000 purchase order threshold		
that had not been received by year end (foam, burn cells, nozzles,	29,960	
stove, tower repairs, CAD server upgrade)		
Apparatus Repairs not complete at year end (Engines 1, 5, & 6)	16,050	
2016 amortization amounts left out of the estimate for BC vehicles		
purchased in 2015	12,480	495,111
New Requests (related to Equipment and Training):	40.000	
Development/Permit Plans Scanner	18,900	
Graphics conversion to new logo	5,000	
EMS Skid Unit for SOT Gator	3,525	
Kill the Flashover, Lars Smoke Behavior, and Active Assailant	5,000	
National Course Sponsorship		
DRT Everhardt Training	4,000	
CAD and ETI Training (TRICON and ESO Conferences)	4,000	
Kill the Flashover - East Conference	3,000	
Arvada Auto Extrication Training	2,000	45,425
Personnel Related Requests:		
Full Time Inspector (full cost appropriated with additional permit		
revenue expected in 2016 based on 2014/2015 Actual Collections	30,393	
of \$29,930)		
Firefighter Rover (20 pay periods in 2015)	38,979	
Staff retirement benefits payout and one month over lap	26,551	95,923
Total Expenditures Related to Re-appropriation of 2015 Budget		
Savings		\$636,459
Pension Fund Expenditures (legal, investment consultant, & board member training)		45,000
Big Thompson Canyon Bunker Gear (additional cost if grant awarded)		23,620
Total Supplemental Appropriation Possest		\$705,079
Total Supplemental Appropriation Request		7/05,079

Agenda Item Cover

Item No.: 4

Meeting Date: February 24, 2016

Prepared By: Renee Wheeler, Administrative Director



TITLE

Review Briefing Papers and Correspondence

EXECUTIVE SUMMARY

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

- January Overview
- Training Center Annexation
- Station 1 Radio Communications Tower
- Grant Submittals
- LFRA Maturation Work
- City Council Agenda Items

- Budget Inventories
- LFRA Appreciation Event
- Citizen Recognition
- Operations Division Overview
- Community Safety Division Overview

BACKGROUND

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

AGREEMENTS SIGNED DURING THE MONTH

STAFF RECOMMENDATION

N/A

FINANCIAL/ECONOMIC IMPACTS

N/A

ASSOCIATED STRATEGIC GOALS

N/A

ATTACHMENTS

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

(Operations Statistics have not been included because we are refining the methodology, and it will be ready for distribution with the February report.)



Loveland Fire Rescue Authority January 2016 Month-End Report

Fire-Rescue Administrative Division

Chief Mark Miller and Public Safety Administrative Director Renee Wheeler

January 2016 Overview -

January is winding down...and the Broncos are going to the Super Bowl...who would have guessed!

Like many of you, we are busy planning for the year ahead. The LFRA Board of directors meet on January 27th for the annual planning workshop. We have many items on the agenda with some lofty objectives for 2016. Our theme for this year (and beyond) is "keep moving forward – don't stop the mojo"!

Highlights of the January report include; Training Center update; Radio Tower update; Grants; LFRA Maturation items; Council Agenda items; Budget inventories; LFRA Appreciation Event; Citizen Recognition.

Training Center Annexation -

The process of annexing the new Training Center property is moving along. As stated in previous correspondence, annexation is a lengthy endeavor and we hope to have it completed within the next 3 months. The first formal neighborhood meeting is February 1st. Sam Eliason, with United Civil Services is working in conjunction with Ken Cooer (Facilities Management), and Bob Paulson (Acting Development Services Director) to make it all come together.

Station 1 Radio Communications Tower -

After several weeks of getting formal approvals, securing budget appropriations, etc., we are moving forward...slowly. The steel will be ordered soon, but will take approximately 10 - 12 weeks to arrive. Once it is here, the actual construction of the tower and removal of the old tower will go quickly. In the meantime, we are maintaining a vigilant eye on the existing tower, looking forward to getting it replaced to ensure continued radio communications, and improved strength and wind resistance.

Grant Submittals

Renee Wheeler has worked tirelessly on submitting two State 2016 Firefighter Safety & Disease Prevention grants were submitted: a grant on behalf of the Big Thompson Canyon Volunteer Fire Department for \$28,134 of a \$51,750 project to replace 18 sets of bunker gear (maximum allowable is \$1,563 per set); and a grant on behalf of LFRA for 86 hoods, gloves and helmets at \$42,140 to ensure each sworn member has a second set, allowing for decontamination and cancer prevention.

The FEMA Assistance to Firefighters grant was submitted for Phase II of the Station Alerting project at \$134,480, with a \$12,225 local match. This phase of the project adds door remotes to all stations, replaces station alerting at Canyon Stations, and installs the communications center components of the system. The intended impact of this project is: automating station and company notifications, reduce dispatch call processing time, and improve response times. It is designed in a modular way to ensure it can meet our needs as we grow and potentially add other partners like Thompson Valley EMS and Berthoud Fire Protection District.

LFRA Maturation Work Continues -

- Set up unemployment account with the state to report earnings with the first payroll.
- New criteria for personnel evaluations that align with the LFRA values and mission.
- New services contract template and service contract amendment template.
- New ride along waivers for professional and citizen riders.
- Setting up a cooperative purchasing membership agreement with the Houston Galveston Area Council to facilitate cost effective apparatus purchasing in future years.

City Council Agenda Items -

Received approval from the City Council to purchase a new engine (replacement). All contracts over \$500,000 require City Council or LFRA Board approval. Purchased from City of Loveland Capital Replacement Funds.

City Council consideration of an ordinance to allow for the sale of the Rossum Drive property. This action requires two readings (2/2/16 and 2/16/16).

City Council consideration of a supplemental appropriation to carryover the Fire Capital Expansion Fees appropriated in 2015 to design the Training Ground Improvements. This ordinance requires two readings. It was approved on first reading 1/18/2016 and the second reading is 2/2/2016.

Budget Inventories -

All program coordinators are working with the Administration Analyst to update equipment inventories. The inventories were first developed in 2012. The objective is to ensure accuracy and compliance with the capital asset policy adopted by the LFRA Board. The replacement years/service lives and annual inflation percentages are being evaluated to ensure that there are reasonable equipment replacement values included in the updated version of the ten year financial plan. This is a considerable undertaking given that there are 32 programs, most of which have equipment.

LFRA Appreciation Event -

The LFRA Appreciation Event on January 16th, was a great success! Thanks to all the LFRA staff who were instrumental in pulling it off, including; Renee Wheeler, Roylene Sterkel, Cheryl Cabaruvias, Ingrid Macmillan-Ernst, Scott Pringle, Dan Engelhardt, and Justin King, for his amazing 20 minute video that captured 2015 in video and sound...awesome! Nice work everyone! The keynote speaker, Craig Demartino was inspiring and motivational. I highly recommend him if you are looking for someone to refresh your perspective on life and the importance of *moving forward...*

<u>Citizen Recognition –</u>

On January 27th, at the LFRA Board meeting, we will recognize a young girl that was instrumental in notifying her neighbors that their house was on fire, ensuring they got out of the house. She is only 12 years old, but acted with focus and bravery. Due to her actions, the fire department was noitifued early, thus preventing the damage from being catastrophic. Thank you to Meara Cochran – well done!

Fire–Rescue Operations Division - Division Chief Greg Ward Response, Readiness, Resources & Relationships

January 2016

RESPONSE

- An off-duty LFRA Captain was the first to arrive on scene of a residential structure fire on East 40th Street on New Year's Eve. The fire damaged, a wall, the attic space and roof in the area of the chimney. The fire was quickly controlled by the initial arriving companies.
- Crews were dispatched to a residential structure fire west of the City on Norwood Avenue. Engine 2 was the first arriving company, they located smoke inside the house, but no obvious source. Crews spent nearly four hours working to locate the fire which was behind the brick fireplace in the wall. Firefighters had to dismantle the brick and cinder block fireplace to extinguish the fire.
- Engine 1, Tower 6 and Battalion 1 were dispatched to a commercial fire alarm at Campion Academy, first arriving Engine 1 received reports of a fire on the 3rd floor in the kitchen. Battalion 1 requested that the assignment be upgraded to a full first alarm, which added two additional LFRA Engines, Rescue 2 and a Berthoud Fire Engine. Crews located the fire in the kitchen, the automatic sprinkler system had extinguished the fire. Crews ensured that there was no additional fire extension and performed salvage operations to reduce the water and smoke damage to the property.
- LFRA covered two aircraft rescue stand bys at the Fort Collins-Loveland Airport.

READINESS

- Initial and refresher ice rescue training was conducted throughout the month, this year members of LFRA's Canyon Battalion participated in the training, eleven Canyon Firefighters were certified in ice rescue.
- Retired Chief Chris Klaas, Retired Captain Fran Lyons, Captain Eric Klaas and Captain Mark Lyons provided Loveland Fire History classes in January for LFRA personnel.
- The 2016 LFRA / Front Range Fire Rescue (FRFR) Firefighter I Academy kicked off on the 20th at the Aims Community College Public Safety Campus. There are nine students in the academy including four LFRA Canyon Battalion members.

RESOURCES

- The 2016 replacement engine was ordered through SVI Trucks in Fort Collins, delivery is expected in December.
- The refurbished ladder truck is now in service, it will function as the fully equipped reserve ladder truck.
- Engineer Josh Valerio started a two year rotation as the Aircraft Rescue and Firefighting (ARFF) Engineer, he will be responsible for the ARFF program including covering the FAA required standbys for larger aircraft operations.
- A basic video conferencing system was installed on the computers at each Station and the Training Center to allow crews to remain in quarters for meetings and lecture type training events.

RELATIONSHIPS

• LFRA personnel attended the ribbon cutting ceremony for the new Aims Public Training Facility, located at Weld County Road 17 and East Highway 34. This training facility will be an outstanding regional asset for emergency service training.



2016 LFRA - FRFR Firefighter I Academy



40th Street Residential Structure Fire

Ice Rescue Training



Norwood Avenue Residential Structure Fire



Ladder 6 Refurbishment Complete



Community Safety Division Division Chief, Ned Sparks January, 2015

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

- ❖ Attended NFPA Inspection class to assess and develop a course and certification for LFRA Firefighters and possibly within the State for Colorado for Firefighters. This would not be the traditional ICC certification and would be more specific to firefighters and business inspections. The classes we have been providing internally are on track with the type of information and higher caliber of instruction than the NFPA course.
- ❖ Working with Bob Paulsen on the Empowerment committee to evaluate the training of DRT staff, review areas of where policy can be a choke point for reviewers. After action review of high profile projects that have created concerns between the DRT and Administration is in progress.
- ❖ Developing presentations for LRFD Board, FRAC, LFRA Authority Board sharing changes to CSD; Development Review process and case studies to share the process and outcomes of projects. Emergency Management & Pub Ed, creating a new program and identifying roles and responsibilities with emergency response partners. Discussion regarding the roles and responsibilities of board members in an EOC activation.
- Review of Community Risk Assessment (v.1) completed and emphasis will be on altering public education message to redevelop and unify Public Education / Outreach and Emergency Management, as well as, Fire Code provisions. We will also be exploring the best method to create and operate a Public Education team utilizing Firefighters and duty crews.
- Problems with street naming in 2534 are in process renaming Thompson Parkway for Sheels is problematic and a solution for emergency response will be created.
- Conducted tours for City Director of Development Services candidates (Ned, Carie and Ingrid).

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

- LFRA overview presentation to City Councilor Overcash.
- > Several meetings with designers for multiple Johnstown 2534 site plans (Carie and Ingrid)
- Building/Fire project review:
 - ✓ Dutch brothers coffee- approved permit set for Fire code.
- Planning/Fire project review:
 - ✓ Mountain pacific business area second submittal needs to be completed for emergency access.
- County/Johnstown:
 - ✓ Firehouse Storage In process with County Building & Planning to develop emergency access requirement.
 - ✓ Windgate hotel Corrections were made and approved.
 - ✓ Sweetheart Winery Continue to work with applicant and County Planning; multiple discussions and meetings and a conference call with Project Owner, County reviewers and LFRA reviewers.
 - ✓ Sheels and associated retail structures submitted for review.
- ➤ MISC: FAB continues to be in remodel phase and should be complete in March. The vault was problematic for removal.

Emergency Management:

Significant events:

- The contractor for the Mitigation Strategy and Master Plan (MSMP) will be facilitating a kickoff meeting with M-Team on Feb. 1 and will start department and division level planning meetings shortly afterward.
- A draft RFP for a contractor to write a Disaster Recovery Plan was recently sent to Legal for finalization. If the State gives us approval to move forward, this contractor will be paid out of the cost-savings from the MSMP project which is well below our original estimate.
- The project to install the Chilson/Senior Center emergency generator is formally cancelled due to expensive and site-specific challenges. The City is considering if we have another mitigation project that we could ask to apply the grant funds towards. There is a strong possibility that the grant award will be turned back to the state since the grant is for emergency generators.

Flood Recovery

Attended on-going city recovery planning meetings

Operations and Maintenance

 Temporary location for the EOC is in the PWB upstairs conference rooms (LPD, LFRA, TVEMS, and ARES workstations will remain in the EOC)

Planning and Documentation

- Met with Capt. Gilbert, Eng. Correa for EOC emergency comms. planning
- Held pre-kickoff meeting discussion with Baker/LS team for MSMP project
- 2016 expectations meeting with Public Affairs Officer
- Completed 2 more sub-sections of LFRA accreditation standards
- Met with EM counterparts to discuss multi-jurisdictional OEM
- Participated in state OEM conference planning meeting

Emergency Preparedness Relationships

- Met with LC Em. Mgr. for general status update of program
- Attended LCEHC meeting
- Attended MCR EPC meeting
- Attended LCEM meeting

Grants

 Finished draft of RFP and service contract for recovery Plan, awaiting approval from state to move forward

Training and Public Outreach

- Provided EM program overview for FF task books
- Held 2016 Expo planning meeting

Training Received

- Participated in EMAP assessment in MN
- Attended LFRA history presentation

Exercises

- Participated in Evans EOC exercise
- Participated in disaster exercise planning with LC Health Dept

Other

- Completed DOT physical for CDL
- Completed 3 EM-related online surveys

EMPG Grant-Required Work Plan Items

- EMF 1 Submit 1st Quarter report and reimbursement request
- EMF 1 Submitted FFATA with application
- EMF 2 Completed EMAP assessment in MN
- EMF 3 Local THIRA from HMP completed as part of HMP update; in processes of finalization
- EMF 4 Held pre-kickoff meeting planning; kickoff scheduled for 2/1/16
- EMF 5 Revision to LEOP in progress
- EMF 6 Attended Flood recovery meeting
- EMF 7 On-going implementation of training as outlined in the 2016 TEP
- EMF 8 On-going implementation of exercise as outlined in the 2016 TEP
- EMF 8 Met with FM ref: grant exercise requirements
- EMF 8 participated in Evans full-scale EOC exercise
- EMF 9 nothing planned for Q1
- EMF 10 Pending. Comms. equipment tests not yet completed
- EMF 11 Draft COOP document out for review and comments
- EMF 12 nothing planned for Q1
- EMF 13 Pending. WebEOC resource database not yet updated
- EMF 14 nothing planned for Q1
- EMF 15 Draft ESF 15, JIS/JIC emergency communications plans nearly completed

PIO, Website & Public Education (Scott):

- √ 11 new school/business fire safety inspections
- ✓ 3 school/business fire safety compliance visits (re-inspections)
- √ 1 car seat inspections/installation
- √ 2 business Knox box key updates
- ✓ 1 BEC event standby
- ✓ Scheduling and follow-up on Youth Firesetting Intervention cases
- ✓ CPR refresher training
- ✓ EMS training
- ✓ Numerous LFRA social media posts
- ✓ Numerous LFRA website updates
- ✓ Planning for separation of LFRA website from City website
- ✓ Training for Paul Duran
- ✓ Attended LFRA history training session
- ✓ Meeting with Melody Storgaard at American Red Cross about smoke alarm distribution projects planning
- ✓ CSD office clean up in preparation for office re-alignment
- ✓ Submitted 2015 4th guarter school inspections report to DFPC
- ✓ Submitted 2015 4th quarter car seat inspection report to State CPS Coordinator
- ✓ Compiled 4th quarter report for my activities
- ✓ Compiled 2015 volunteer hours for Roy
- ✓ Assisted Bonnie with revisions to LFRA business cards template
- ✓ 2016 planning meeting with Pat
- ✓ Reviewed draft versions of Initial Damage and Rapid Needs Assessment Plan and Preliminary Damage Assessment Plan

Accreditation, Fracking, Inspections, Investigations (Ty):

Inspections:

- Developed annual program appraisals for Fire Investigation Program and Hazardous Materials Permit Program.
- Developed a draft Target Hazard List for LFRA. Approved by DC Ward and being reviewed by BCs.
- Responded to large hazmat incident at 702 SE 8th St and now working with Larimer County Code Compliance to resolve numerous violations.

 Currently working on updates/revisions to LFRA Tent Policy and Temporary Fireworks Stand Policy, including updating checklists.

Assist Operations:

- Lots of communications re new LFRA ISO PPC ratings. Working with GIS to develop updated maps. 1
- o 4 hours OHW as D/O on Engine 1
- o Responded to reported structure fire @ 1307 W. 36th Street.
- o Participated in the Firefighter Level 1 promotional process.
- Lots of troubleshooting of ETI issues for several Operations personnel.

Training:

 Coordinated, administered and taught 6-day FIT Academy (3 days of fire inspection and 3 days of fire investigation). Installed drywall in acquired structure.

Accreditation:

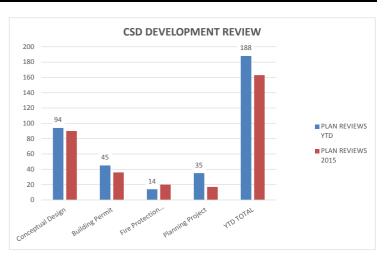
- Communicating with CPSE re 3-day accreditation course we're hosting in March and also pursuing assistance from Technical Advisor Program for assistance with updates to LFRA Strategic Plan.
- o Completed 2015 response performance analysis for LFRA, BTCVFD and TVEMS.
- o Completed 2011-2015 response performance analysis summary for LFRA.



LOVELAND FIRE RESCUE AUTHORITY January, 2016

DEVELOPMENT REVIEW STATISTICS

	City	County	Johnstown	Totals	Hours
Conceptual Design Reviews	89	2	3	94	58.5
Previous Month	119	6	2	127	68.5
YTD Total	89	2	3	94	58.5
Previous YTD	87	2	1	90	57.5
Building Permit Reviews	40	2	3	45	73.5
Previous Month	40	1	0	41	66
YTD Total	40	2	3	45	73.5
Previous YTD	34	1	1	36	72
Fire Protection Permit Reviews	13	1	0	14	22
Previous Month	27	0	0	27	30
YTD Total	13	1	0	14	22
Previous YTD	17	0	3	20	20
Planning Project Reviews	30	3	2	35	52.5
Previous Month	44	6	2	52	75
YTD Total	30	3	2	35	52.5
Previous YTD	15	1	1	17	34
TOTAL REVIEWS YTD	172	8	8	188	
PREVIOUS YEAR YTD	153	4	6	163	



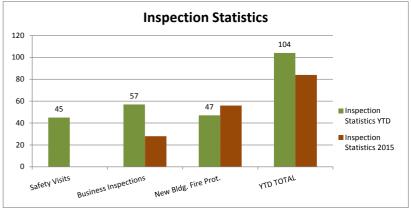
Planning & Building Check-Ins YTD ire Protection Permits Average days in review Percent within goal time

71	71
5.7 days	
January	100%

INSPECTION STATISTICS

	City	Rural	Total	Hours
Eng. Co. Safety Visit 2 & 3 Yr.*	33	12	45	33
Safety Re-Visit	5	0	5	2.5
YTD Total	33	12	45	33
Previous YTD	0	0	0	0
Business Inspections	47	10	57	67.25
Previous Month	28	4	32	365.5
YTD Total	47	10	57	67.25
Previous YTD	24	4	28	14
New Bldg./Fire Protection	34	13	47	71
Previous Month	30	7	37	55
YTD Total	34	13	47	71
Previous YTD	48	8	56	84
TOTAL INSPECTIONS YTD	81	23	104	·
Previous Year	72	12	84	





*YTD Total does not include Eng. Co. Safety Visits

CSD OTHER ACTIVITIES								
	City	Rural	Hours	Mo. Total	Prev. Mo.	Prev. YTD	YTD Total	Highlights/Projects
Hazmat Permits	11	5	20.75	16	13	11	16	*Planning & research for separation of LFRA website from City website
Tents/Special Events*	1	0	1	1	0	1	1	*Scheduling & follow up on YFS intervention cases
Burn Permits Issued	0	12	1.75	12	20	16	12	*Numerous LFRA social media updates
Investigations	5	2	7	7	15	12	7	*5 school/business fire safety compliance visits (re-inspections)
Service Call/Complaints	2	1	1.5	3	8	2	3	*Planning Dir. candidate tours
Car Seats Installed	7	0	3.5	7	12	16	7	*Larimer County AHJ fire code amendments
YFS Program	0	0	0	0	0	0	0	*Glendale Court access research & meetings
Public Education Events	0	0	0	0	2	9	0	*Johnstown 2534 address issues
Total Pub. Ed. Contacts	0	0	0	0	16	242	Ŭ	JUILISCOMI 2004 dudiess issues



Rolling Calendar of Board Considerations

Meeting	LFRA Board	Rural District Board	City Council
February	February 24 (due 16 th)	February 3 (due Jan 26)	February 29 (due Feb 15)
	Public Hearing and Approval Carryover	Development Review Process	Approval Resolution Carryover
	Supplemental, including CSD Part Time	Presentation	Supplemental, including CSD Part Time
	Conversion to Full Time; 1 Operations Rover		Conversion to Full Time and 1 Operations Rover
	LFRA Board Roles and Responsibilities		Supplemental Appropriation First
	·		Reading for City Share of Carryover
March	March 30 (due Mar 22)	March 2 (due Feb 23)	March 15 (due Feb 29)
	Pension Board Responsibilities	Motion for Approval of Carryover	
	(Charter/Bylaws)	Supplemental, including CSD Part	Training Center Annexation
		Time Conversion to Full Time; 1	
	Appropriate Carryover Supplemental	Operations Rover	Approval Resolution Carryover
			Supplemental, including CSD Part Time
	Real Property Transition to LFRA		Conversion to Full Time and 1 Operations
	(Apparatus/Equipment City and Rural)		Rover
	Property (Stations and Real Estate) Transition		Supplemental Appropriation First
	Apparatus Replacement		Reading for City Share of Carryover
1	Legal interpretation of Growth Management		
	Area agreements		



Rolling Calendar of Board Considerations

Meeting	LFRA Board	Rural District Board	City Council
April	April 27 (due April 19)	April 6 (due March 29)	March 25
	Annual Report and Strategic Plan Status Update	Review Rural District Apparatus Replacement Schedule	Monthly report
	Development Review Process		April 5 (March 21)
			Supplemental Appropriation Second
	Invite Board Members on Station Tours		Reading for City share of Carryover
	Regional EOC		
May	May 25 (due May 17)	May 4 (due April 26)	
	Real Property Approval Documents/Titles	Annual Report and Strategic Plan	
		Status	
	Station Location Study – evaluation of call data	Churchania Blau Challahaldau	
	and setting priorities for land acquisition and station construction	Strategic Plan Stakeholder Feedback Report	
	station construction	reeuback Report	
June	June 29 (due June 21)	June 1 (due May 24)	Submit preliminary Contribution Number
			to the City
July	July 13 Proposed LFRA Board Sub-Committee	July 6 (due June 28)	
July	Meeting to Review the 2017 Proposed Budget	July 6 (due Julie 28)	
	Weeting to Neview the 2017 Proposed Budget		
	July 27 (due July 19)		
	Permit Fees (Consolidated Fee Schedule)		
	Discussion on Part Time Conversion/Rovers		



Rolling Calendar of Board Considerations

Meeting	LFRA Board	Rural District Board	City Council	
August 31 (due August 23) Public Hearing and Approval of the 2017 Budget and Fees		August 3 (due July 26)	Submit 2017 Budget and Fees to City	
September	September 28 (due Sept 20) Proposed Strategic Plan Update	September 7 (due Aug 30) Approval of the 2017 LFRA Budget and Fees	City Study Session on Fees	
October	October 26 (due Oct 18) 2017 Budget Appropriation	October 5 (due Sept 27) Public Hearing and Adopt Rural District Budget, including LFRA Contribution	October 4 Approval of the 2017 LFRA Budget (Resolution) Public Hearing and First Reading on City Budget including LFRA Contribution	
			October 18 Second Reading on the City Budget including the LFRA Contribution	
November	November 16 (due Nov 8) Training Center Design from Belford Watkins	November 2 (due Oct 25)		
December	December 14 (due Dec 6) Meeting Posting Location	December 7 (due Nov 29) Certify Mill Levy		
	2017 Calendar			