
Loveland Fire Rescue Authority Board Meeting



Station 2
3070 W. 29th Street
Community Room
Loveland, Colorado 80537
Wednesday, April 27, 2016
1:30 PM



Loveland Fire Rescue Authority (LFRA) Board Meeting Agenda
Station 2, 3070 W 29th Street
Community Room
Loveland, Colorado 80537
Wednesday, April 27, 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 TitleSix@cityofloveland.org 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 bettie.greenberg@cityofloveland.org 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, April 27, 2016
 1:30 PM

1. Consider a Motion to Approve the Minutes from the Loveland Fire Rescue Authority Board for the March 30, 2016 Regular Board Meeting.
2. Consider Approval of the Agreement for Mutual Aid among the Poudre Fire Authority, the Loveland Fire Rescue Authority, the Colorado State Patrol, and the Larimer County Sheriff's Office for Hazardous Substance Incidents.
3. Consider Approval of the Intergovernmental Agreement Between Loveland Fire Rescue Authority and Windsor-Severance Fire Protection District Regarding Participation on the Special Operations Team.
4. Review the 2016 First Quarter Budget Biz

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.

5. Discuss the Fire Chief Evaluation Process for 2015-2016
6. Review the 2015 Loveland Fire Rescue Authority (LFRA) Annual Report, including the Strategic Plan Initiatives Update.
7. Review Briefing Papers and Correspondence
 - a. Chief's Report
 - b. Letters
 - c. March Statistics
 - d. Invite Board Members to Station Visits
8. Any Other Business for Board Consideration
 - a. Verify the Board's Preference for Approving Intergovernmental Agreements for Mutual and Auto Aid

ADJOURN

Agenda Item Cover

Item No.: 1

Meeting Date: April 27, 2016

Prepared By: Renee Wheeler, Administrative Director



TITLE

Consider a Motion to Approve the Minutes from the March 30, 2016 Loveland Fire Rescue Authority (LFRA) Regular Board Meeting

EXECUTIVE SUMMARY

The attached documents, prepared by Roylene Sterkel and edited by outside attorneys, are a record of the March 30, 2016 regular meeting of the LFRA Board. The document details the discussions at the meeting including: the consent agenda (minutes and the appointment of Brendan Campbell to the Pension Committee); approval of due process disciplinary action policy making the Chief's decision the final step in the process; a resolution that established the Pension Committee as the committee of record for all LFRA paid personnel pension plans and set governance procedures, duties and responsibilities for that role; general direction to transfer ownership of equipment and apparatus from governing partners to LFRA and to lease stations from governing partners; the Chief's report; and approval of an agreement with the City of Loveland Attorney's Office for legal services related to the collaborative fire and building code enforcement for the Lovelander and other buildings within the City.

BACKGROUND

Standard meeting protocol

STAFF RECOMMENDATION

Approve as written

FINANCIAL/ECONOMIC IMPACTS

N/A

ASSOCIATED STRATEGIC GOALS

N/A

ATTACHMENTS

March 30, 2016 Minutes



Loveland Fire Rescue Authority Board Meeting Minutes
Wednesday, February 23, 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 LFRA

Visitors:

Loveland Rural Fire Protection District Board Vice-President Mike McKenna

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.

Public Comment:

None

Consent Agenda:

1. Consider a Motion to Approve the Minutes from the LFRA February 24, 2016 Regular Board Meeting.
2. Consider appointing Brendan Campbell to the Pension Committee.

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

Regular Agenda:

3. Consider Approval of the Hach-Western States Fee Waiver.

The scheduled speaker for this item, Marcie Erion, did not attend the Board meeting and the City's Economic Development Department requested that the fee waiver not be considered by the Board.

Chief Miller raised the question as to whether the Board wants to see these type of fee waivers in the future. He has some concerns about LFRA waiving permit fees.

Chairman Swanty also expressed concerns, as any lost fee revenue would need to be made up in additional contributions from the City and the Loveland Rural Fire Protection District ("Rural District"), and the Rural District does not receive offsetting tangible monetary benefits from development within the City. Director Cahill said the question should be whether LFRA would make enough income from waiving the fee to make up the difference; that is, what is the direct return to LFRA? In his opinion, the Board may want to keep the door open for fee waivers only in special situations or circumstances. Director Fogle and Vice Chairman Gutierrez also expressed concerns as to how LFRA would benefit from waiving fees, and, since LFRA spans both the City's and Rural District's jurisdictions, which of those agencies would benefit and how would that be determined.

The Board did not take any action on this matter at this meeting.

4. Consider Approval of a Recommendation for Due Process Disciplinary Action.

Chief Miller reviewed the Board discussion regarding this issue at the February Board meeting.

Attorney Powell said that based on her experience in working with other fire protection districts and fire authorities, it is uncommon for the disciplinary process to have an appeals procedure following the Fire Chief's determination, because, unlike municipalities, there are no additional managers between the Fire Chief and the Board as the governing body. She also noted that an appeals procedure following the Fire Chief's determination is not legally required, and can cause personnel management

problems, including inconsistent disciplinary decisions, undermining of the Fire Chief's authority, and politicization of personnel matters. She said that, because they are public employees, LFRA's employees are entitled to receive due process before discipline is imposed, which means the employee receives prior notice that discipline is being considered, the basis for the possible discipline, and an opportunity to be heard by the Fire Chief by written statement, in-person meeting, or both, before the decision is made.

Vice Chairman Gutierrez reminded the Board that the City Manager is the final decision-maker in the City's disciplinary process. Director Cahill observed that all employees have right to pursue legal action after final disciplinary action, if they so choose.

Director Cahill made a motion directing Chief Staff to revise the current Administrative Regulation so that the Fire Chief is the final decision-maker in the disciplinary process, for Board review at the April meeting. Vice Chairman Gutierrez seconded the motion and it carried unanimously.

5. Consider the Approval of a Resolution Establishing the Loveland Fire Rescue Authority Sworn Retirement Plan Retirement Committee as the Retirement Committee for the Loveland Fire Rescue Authority Non-Sworn Retirement Plan and the Loveland Fire Rescue Authority 457 Deferred Compensation Plan, and Establishing Governance Procedures and Duties and Responsibilities of the Retirement Committee.

Attorney Powell presented the Resolution to the Board. Currently, LFRA has three retirement plans for paid personnel, but only the sworn personnel money purchase plan documents establish a Retirement Committee to administer the plan. The 457 plan and the non-sworn personnel money purchase plan documents do not establish a Retirement Committee to administer those plans. Proposed Resolution No. 065 establishes the sworn personnel money purchase plan Retirement Committee as the Retirement Committee for the non-sworn personnel money purchase plan and the 457 plan. It also establishes governance procedures and duties and responsibilities of the Retirement Committee. Copies of informational materials regarding the various retirement plans also were provided to the Board.

Director Fogle moved to approve Resolution No. 065 as written. Director Cahill seconded the motion and it passed unanimously.

6. Consider Providing General Directions for Property Transition to LFRA.

Attorney Powell presented a Power Point regarding the options the Board has in how it wants to accomplish the transfer of property and equipment to LFRA from the City and Rural District. This is the 2nd phase of the maturation process. The options she outlined were:

1. Long-term lease of both equipment and land/stations from the City and Rural District.
2. Transfer ownership of equipment to LFRA and continue to lease land/stations from the City and Rural District.
3. Transfer ownership of both equipment and land/stations to LFRA.

Battalion Chief Ward delivered a presentation on the current status of the fleet to provide context for a significant portion of the equipment to be transferred.

Attorney Powell indicated that it appears staff is favoring long-term leases of the land/stations and transfer of ownership of the equipment. If long-term leases are desired, Attorney Powell recommends the parties enter into a formal agreement establishing the lease relationship.

The Board discussed issues to be addressed in any long-term lease, including termination rights; maintenance, repair, and capital improvements; and utilities.

It was the general consensus of the Board that the best option would be to pursue long-term leases of the City's and Rural District's land/stations and to transfer of ownership of the City's and Rural District's equipment to LFRA, provided that LFRA has a satisfactory plan to fund the ongoing replacement of apparatus and other major capital equipment.

Attorney Powell will work with Chief Staff to prepare a sample lease agreement and appropriate equipment transfer document for Board review at its May meeting, as well as a proposed amendment to those provisions of the Establishing IGA addressing land/stations and equipment. The intent is to accomplish the property transfer by January 1, 2017.

Chief Miller advised the Board regarding a ground water monitoring issue at the Training Grounds. Chairman Swanty asked how issues of liability existing at the City's and/or Rural District's land/stations prior to entering into a long-term lease agreement would be handled. Attorney Powell stated that the lease agreements can address those issues.

7. Review Briefing Papers and Correspondence.

Chief Miller said he would forgo a detailed synopsis of these items in the interest of time, and asked the Board whether they had any questions regarding the materials.

8. Any Other Business for Board Consideration.

Chief Miller said there could be a Fire Code enforcement issue in the City's downtown area. He asked Division Chief Sparks to talk about the issues.

Division Chief Sparks reminded the Board of the issues with the Lincoln Hotel that were finally resolved. There are several other buildings in the downtown area that have similar issues with both Fire Code and the Building Code violations. Chief Miller said LFRA will

need legal counsel to address the issues. Chief Miller talked with LFRA's attorneys regarding using City Attorneys as special counsel, since that way LFRA and the City will be coordinated in dealing with both the Fire Code and Building Code issues. Chief Miller said an IGA for the Provision of Legal Services has been provided by the City for the Board to review.

Vice Chairman Gutierrez asked what some of the issues in the downtown area might be. Division Chief Sparks said there are many, but occupant safety is the main concern. Director Cahill asked if City staff will spend time dealing with the issues and if legal advice will be needed. Division Chief Sparks said legal advice will be needed. Director Cahill said right now there is no relationship between LFRA and the City Attorney's Office. He said that, pursuant to the proposed IGA for the Provision of Legal Services, the City Attorneys' Office would bill LFRA for the time its attorneys spend dealing directly with Fire Code issues.

The Board discussed proposed revisions to the IGA for the Provision of Legal Services, including the scope of services, time tracking, proportionate billing, and term and termination.

Director Fogle moved to approve the IGA for the Provision of Legal Services, subject to revision of the termination provision as discussed, and revision of the billing provision to specify that LFRA will be billed only for legal services actually provided to LFRA. Vice Chairman Gutierrez seconded the motion and it carried unanimously.

Chief Miller said that flights at the Loveland-Fort Collins airport will be starting back up on May 23rd, so the **City of Fort Collins'** payment under the IGA for shared funding of the Aircraft Rescue Firefighter position will be prorated and the City will pay approximately \$14,000. The parties are working on re-negotiation of the IGA.

The **annexation process at the Training Center** is moving forward.

Vice Chairman Gutierrez said the presentation that **Captain Gilbert** gave to City Council regarding transportation was very good.

No further items were discussed and Chairman Swanty adjourned the regular Board meeting at 4:10 p.m.

The foregoing minutes, having been approved by the Loveland Fire Rescue Authority Board of Directors, constitute the official minutes of the meeting held on the date stated above.

Agenda Item Cover

Item No.: 2

Meeting Date: April 27, 2016

Prepared By: Renee Wheeler, Administrative Director



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TITLE

Consider Approving the Agreement for Mutual Aid among the Poudre Fire Authority, the Loveland Fire Rescue Authority, the Colorado State Patrol, and the Larimer County Sheriff's Office for Hazardous Substance Incidents

EXECUTIVE SUMMARY

This is a mutual aid agreement that establishes an operating plan and protocols for responding to a hazardous materials incident in unincorporated areas of Larimer County.

BACKGROUND

Section 29-22-102, C.R.S., as amended, requires the Board of County Commissioners of Larimer County, Colorado ("BOCC") to designate an emergency response authority for hazardous substance incidents occurring in unincorporated areas of Larimer County, and the BOCC has designated the Larimer County Sheriff's Office ("LCSO") as that authority, and has designated the LCSO to negotiate mutual aid agreements among the parties to this Agreement. All of the participating organizations have assisted in developing the operations plan included in the addendum.

STAFF RECOMMENDATION

Motion to approve the agreement with Poudre Fire Authority, the Colorado State Patrol, and the Larimer County Sheriff's Office regarding hazardous materials incidents, and authorizing the Fire Chief to sign the agreement.

FINANCIAL/ECONOMIC IMPACTS

N/A

ASSOCIATED STRATEGIC GOALS

Deploy an effective emergency response to minimize damage and loss.

ATTACHMENTS

Agreement

AGREEMENT FOR MUTUAL AID AMONG THE POUDRE FIRE AUTHORITY, THE LOVELAND FIRE RESCUE AUTHORITY, THE COLORADO STATE PATROL, AND THE LARIMER COUNTY SHERIFF'S OFFICE FOR HAZARDOUS SUBSTANCE INCIDENTS

THIS AGREEMENT FOR MUTUAL AID ("Agreement") is entered into by and between the Poudre Fire Authority, the Loveland Fire Rescue Authority, Colorado State Patrol, and the Board of County Commissioners of Larimer County, Colorado, by and through the Larimer County Sheriff's Office, is for the purpose of securing the benefits of mutual aid for the protection of life and property from the sudden discharge of hazardous substances. The foregoing entities are referred to collectively in this Agreement as the "parties" or individually as a "party".

I. Recitals

WHEREAS, section 29-22-102, C.R.S., as amended, requires the Board of County Commissioners of Larimer County, Colorado ("BOCC") to designate an emergency response authority for hazardous substance incidents occurring in unincorporated areas of Larimer County, and the BOCC has designated the Larimer County Sheriff's Office ("LCSO") as that authority, and has designated the LCSO to negotiate mutual aid agreements among the parties to this Agreement; and

WHEREAS, hazardous substance incidents may arise in one or another of the jurisdictions of the parties, resulting in greater demands than the personnel, equipment, and expertise of that party can handle, or incidents of such intensity may occur that they cannot be handled solely by the equipment of the party in whose jurisdiction the incident occurs; and

WHEREAS, it is to the interest of each of the parties that they may have service of and from the other parties to aid and assist them in responding to hazardous substance incidents; and

WHEREAS, it is necessary and desirable that a mutual aid agreement be executed to facilitate the provision of such mutual aid among the parties in responding to hazardous substance incidents; and

WHEREAS, section 29-22-103(3), C.R.S., as amended, section 29-1-203, C.R.S., as amended, and sections 29-5-105 through 29-5-110, C.R.S., as amended, provide statutory authority for such mutual aid and this Agreement.

THEREFORE, in consideration of the mutual covenants set forth herein, the parties agree that:

II. Agreement

1. Each party is the designated emergency response authority ("DERA") within the following jurisdictions in Larimer County, Colorado for the purpose of responding to hazardous substance incidents:

- a) Pursuant to section 29-22-102(3), unless the governing body of the City of Fort Collins designates otherwise by ordinance or resolution, the Poudre Fire Authority ("PFA") is the DERA for the City of Fort Collins. In accordance with section 29-22-102(1), PFA shall be responsible for providing and maintaining the capability for emergency response to, and taking the initial action necessary to minimize the effects of, a hazardous substance incident occurring within the City of Fort Collins and/or PFA's boundaries. PFA will respond, at its discretion pursuant to paragraphs 3 and 4 below, to all requests for assistance from other parties that may request aid through this or other existing mutual aid agreements. PFA further agrees to notify the LCSO of all responses it provides to a party pursuant to a request for assistance through this or another existing mutual aid agreement outside the City of Fort Collins or PFA's boundaries.

- b) Pursuant to section 29-22-102(3), unless the governing body of the City of Loveland designates otherwise by ordinance or resolution, the Loveland Fire Rescue Authority ("LFRA") is the DERA for the City of Loveland. In accordance with section 29-22-102(1), LFRA shall be responsible for providing and maintaining the capability for emergency response to, and taking initial action necessary to minimize the effects of, a hazardous substance incident occurring within the City of Loveland and/or LFRA's boundaries. LFRA will respond, at its discretion pursuant to paragraphs 3 and 4 below, to all requests for assistance from other parties that may request aid through this or other existing mutual aid agreements. LFRA further agrees to notify the LCSO of all responses it provides to a party pursuant to a request for assistance through this or other mutual aid agreements outside of the City of Loveland or LFRA's boundaries.

- c) Pursuant to section 29-22-102(5), the Colorado State Patrol ("CSP") is the DERA for any federal, state, or county highway located outside of municipal boundaries. In accordance with section 29-22-102(1), CSP shall be responsible for providing and maintaining the capability for emergency response to, and taking initial action necessary to minimize the effects of, a hazardous substance incident occurring on those highways outside of any municipal boundaries in Larimer County. CSP will respond, at its discretion pursuant to paragraphs 3 and 4 below, to all requests for assistance from other parties that may request aid through this or other existing mutual aid agreements. CSP further agrees to notify the LCSO of all responses it provides to a party pursuant to a request for assistance through this or other mutual aid agreements within Larimer County.

- d) Pursuant to section 29-22-102(3), unless the BOCC designates otherwise by ordinance or resolution, LSCO is the DERA for all unincorporated areas of Larimer County outside the jurisdiction of any fire protection authority or district; and except for any federal, state, or county highway located outside of municipal boundaries. LSCO shall be responsible for providing and maintaining the capability for emergency response to, and taking the initial

action necessary to minimize the effects of, a hazardous substance incident occurring within the unincorporated areas of Larimer County outside of the jurisdiction of any fire protection authority or district. LSCO will respond, at its discretion pursuant to paragraphs 3 and 4 below, to all requests for assistance from other parties that may request aid through this or other existing mutual aid agreements. Additionally, LSCO has agreed to respond, at its discretion, to requests for assistance from other fire departments, authorities, and/or districts that are not parties to this Agreement.

- e) The parties agree to respond anywhere in Larimer County to assist another party in taking the initial action necessary to minimize the effects of a hazardous substance incident, to the extent the responding party is available to assist, in its discretion pursuant to paragraphs 3 and 4 below.
2. All requests for assistance falling within the scope of this Agreement are “non-automatic”, and will be addressed in accordance with the procedures outlined in the Hazardous Materials Operating Plan, which has been developed jointly by PFA, LFRA, CSP and LCSO, and which is attached to this Agreement as an Addendum.
 3. Subject to paragraph 4 below, upon request for mutual aid, the responding party will dispatch available and appropriate hazardous substance response equipment, firefighting equipment, and/or rescue equipment and personnel to any point within the requesting party’s jurisdiction specified by the requesting party. The responding party shall have discretion to determine the equipment and personnel that will be dispatched.
 4. No party is under any obligation to respond to a request for mutual aid when, in the responding party's discretion, its equipment and/or personnel are needed to meet existing or anticipated circumstances in the responding party's jurisdiction, and no party shall be required to deplete unreasonably its own resources, facilities and/or services in furnishing such mutual aid.
 5. Any dispatch of equipment and personnel pursuant to this Agreement is subject to the following conditions:
 - a) Any request for mutual aid shall include a statement of the amount and type of equipment and personnel requested, and shall specify the staging area to which the equipment and personnel are to be dispatched, but the actual amount and type of equipment and number of personnel that are furnished shall be determined by a representative of the responding party pursuant to paragraphs 3 and 4 above.
 - b) The requesting party will have command and control of the hazardous substance incident unless otherwise agreed upon by the requesting party and all responding parties. Each responding party shall provide a superior officer that shall be under the direct supervision and command of the requesting party's fire chief, CSP trooper or the sheriff, or the person exercising the

functions thereof. The responding party shall report to the incident command of the requesting party at the location to which the equipment is dispatched.

- c) The responding party shall be released by the requesting party at the earlier of (i) when the responding party's equipment and/or personnel are no longer required; or (ii) when the responding party's equipment and/or personnel are needed within the responding party's jurisdiction.
6. Each party shall maintain its equipment and organize its emergency services with respect to equipment and personnel to the degree necessary to meet the ordinary and routine emergencies arising within its boundaries and for which the party is organized. No party shall expect the other parties to provide mutual aid where an emergency arises due to a failure to organize available equipment or personnel or to maintain equipment in proper working order and in sufficient quantity to meet the demands of the citizens and property within the party's jurisdiction.
 7. Except for the provisions of C.R.S. § 29-5-108 and the conflicting provisions of C.R.S. § 29-5-107, the provisions of Article 5, Title 29, Colorado Revised Statutes, as amended ("Statute"), shall apply to the parties. The Statute shall control in the event of a conflict between the Statute and this Agreement. Notwithstanding anything in this Agreement to the contrary, neither this Agreement nor any performance under this Agreement is intended to be, and shall not be construed as, a "temporary assignment" of the responding party's personnel and equipment to the requesting party. Accordingly, the provisions of C.R.S. § 29-5-108 and conflicting provisions of C.R.S. § 29-5-107 do not apply to this Agreement.
 8. Each party shall, at all times, be responsible for its own costs incurred in the performance of this Agreement, and shall not receive any reimbursement from the other parties unless agreed otherwise in writing. The parties may claim reimbursement from the person(s) responsible for a hazardous substance incident in accordance with section 29-22-104, C.R.S., as amended. In addition, this Agreement is not applicable to any mutual aid provided for any incident other than a hazardous substance incident and therefore shall not be construed as to limit or waive a party's right to reasonable compensation or reimbursement for costs incurred in response to emergency, fire, or other incidents.
 9. Any pension fund payments payable to a responding party member by reason of disability or death arising from mutual aid under this Agreement shall be made in accordance with C.R.S. § 29-5-110.
 10. Each party waives all claims and causes of action against all other parties for compensation for any loss, damage, personal injury or death occurring as a consequence of the performance of this Agreement.

11. This Agreement provides for the parties' joint exercise of their emergency services functions; however, it does not establish a separate legal entity to do so. Further, no party is an agent of any other party for any purpose whatsoever.
12. This Agreement shall become effective upon approval and signature by authorized representatives of the Poudre Fire Authority, Loveland Fire Rescue Authority, Colorado State Patrol, and Larimer County ("Effective Date"). The term of this Agreement shall be one year from the Effective Date. This Agreement shall automatically renew for successive one year terms; provided, however, that any party may terminate its participation in this Agreement at any time upon sixty days prior written notice to the other parties.
13. This Agreement may be updated, modified, revised, or renegotiated at any time by unanimous written agreement of all parties, and will be reviewed by each party every five years from the Effective Date. Proposals for changes shall be submitted to the LCSO for coordination among the parties.
14. The parties are not required to purchase additional equipment or hire additional personnel for the purpose of furnishing the support described in this Agreement. No resources are to be legally transferred among parties under the terms of this Agreement.
15. Each party shall exercise continuing supervisory authority for the cleanup, removal, and disposition of the hazardous substance involved in any incident occurring within its jurisdiction per C.R.S. § 29-22-102(4), C.R.S.
16. Enforcement of this Agreement, and all rights of action relating to such enforcement, shall be strictly reserved to the parties, and nothing contained in this Agreement shall give or allow any such claim or right of action to any other third party. It is the express intention of the parties that any third party receiving services or benefits under this Agreement shall be deemed an incidental beneficiary only.
17. This Agreement is not intended, and shall not be construed, as a waiver of the limitations on damages or any of the privileges, immunities, or defenses provided to, or enjoyed by, the parties and their directors, officers, employees, and volunteers under common law or pursuant to statute, including but not limited to the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, *et seq.*
18. All direct and indirect financial obligations of a party under this Agreement are subject to annual appropriation of the funds necessary to meet such obligations. If either party's governing body fails to appropriate funds necessary to meet that party's obligations under this Agreement for the ensuing fiscal year, this Agreement shall terminate as to that party at the end of the year in which the non-appropriation occurred, with no further financial liability to the other parties.
19. Colorado law governs this Agreement. This Agreement is the entire agreement between the parties and there are no oral or collateral agreements or understandings;

provided, however, this Agreement does not supersede or replace any agreement for fire or emergency services between the parties, or any of them, which remain in full force and effect. This Agreement may only be amended by a document signed by the parties. Course of conduct, no matter how long, shall not constitute an amendment to this Agreement. If any provision is held invalid or unenforceable, all other provisions shall continue in full force and effect. Waiver of a breach of this Agreement shall not operate or be construed as a waiver of any subsequent breach of this Agreement. No party may assign any of its rights or obligations hereunder without the prior written consent of the other parties. In any dispute arising from or relating to this Agreement, the prevailing party shall be awarded its reasonable attorneys' fees, costs, and expenses, including any attorneys' fees, costs, and expenses incurred in collecting upon any judgment, order, or award. This Agreement may be executed in several counterparts and by facsimile or electronic pdf, each of which shall be deemed an original and all of which shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date and year first above written.

POUDRE FIRE AUTHORITY

LOVELAND FIRE RESCUE
AUTHORITY

By: _____
_____, President

By: _____
_____, President

ATTEST:

ATTEST:

Secretary

Secretary

APPROVED:

APPROVED:

Tom DeMint, Fire Chief
Poudre Fire Authority

Mark Miller, Fire Chief
Loveland Fire Rescue Authority

BOARD OF COMMISSIONERS OF
LARIMER COUNTY, COLORADO

By: _____
(Name), (Date), Chairperson

ATTEST:

ATTEST:

Secretary

Deputy County Clerk

APPROVED:

APPROVED:

(Name), (Date), Colorado State Patrol

(Name), (Date), Sheriff

HAZARDOUS MATERIALS

OPERATING PLAN

Addendum

to

AGREEMENT FOR MUTUAL AID AMONG THE POUDRE FIRE AUTHORITY, THE LOVELAND FIRE RESCUE AUTHORITY, THE COLORADO STATE PATROL, AND THE LARIMER COUNTY SHERIFF'S OFFICE FOR HAZARDOUS SUBSTANCE INCIDENTS

PURPOSE:

The intent of this Hazardous Materials Operating Plan is to provide direction and details to how each party to the above described Agreement for Mutual Aid ("Agreement") will work together to mitigate a hazardous substance incident in Larimer County while working within the scope of the Agreement. This Hazardous Materials Operating Plan shall take effect on the Effective Date set forth in the Agreement and shall continue until the Agreement is terminated.

AUTHORITY FOR RESPONSE

Colorado Revised Statutes title 29, article 22 states that a designated emergency response authority (DERA) shall be designated by (a) every town, city and county; and (b) the board of county commissioners for unincorporated areas of the county. The Colorado State Patrol is designated as the DERA for all federal, state and county highways outside of municipal city limits. C.R.S. title 29, article 22 further states that any DERA may request assistance if in their judgment they do not have the equipment, personnel or expertise to handle a particular hazardous substance incident. The parties have executed the Agreement for this purpose.

The Code of Federal Regulations, 29 part 1910.120 (OSHA) and 40 part 311 (EPA), and National Fire Protection Association (NFPA) standard 472 sets training and competency standards for personnel responding to hazardous substance incidents.

INCIDENT LEVELS:

Minor - An incident (spills, leaks, ruptures and fire involving hazardous materials) that can be handled by standard response assignment. No specialized PPE or equipment is required to mitigate the incident.

Major - An incident of confirmed hazardous materials released or potentially released, that can be controlled by resources available to a hazardous materials response team. Limited outside agencies assistance needed.

Catastrophic - An incident involving hazardous materials of such magnitude that it cannot be controlled by local resources and is considered a local disaster. A very large multi-agency incident involving county, state, federal, relief agencies, private industry, etc.

REQUESTS FOR AID:

Requests for aid will be typically triggered by the local DERA's determination that the incident is a Major or Catastrophic incident. Upon request for aid from the local DERA, the mutual aid HAZMAT team(s) will respond pursuant to the Agreement with specialized personnel and equipment to provide emergency actions necessary to minimize the effects of the hazardous substance incident. The Agency Having Jurisdiction (AHJ) will provide necessary support personnel and equipment.

It is agreed that all requests for aid will be made to the appropriate agencies' communications centers and that the communications center will then make the necessary notifications. All requests for aid will have as a minimum the following information:

- Incident description
- Number and type of personnel and equipment needed
- Location of staging or meeting point for responding agency
- Safe route to incident
- Communications frequencies or phone numbers to incident

COMMAND:

The AHJ shall insure that the Incident Command System (ICS) is implemented in all incidents. The AHJ shall provide an Incident Commander (IC) and the appropriate command structure within ICS to handle the incident. The AHJ shall maintain a person as IC or as part of a Unified Command throughout the incident. A Safety Officer(s) (SO) shall be assigned to all incidents. The AHJ shall establish the Incident Command Post (ICP) as soon as possible and communicate to all involved its location. It is highly recommended that the AHJ also establish a Staging Area, with manager, as soon as possible.

Responding mutual aid HAZMAT team(s) shall operate under the established ICS.

Agencies Providing Aid (APA) will provide a person in charge (superior officer) of all responding personnel and equipment. The APA superior officer shall check in with the appropriate person/unit upon arrival at the incident. If as/her signed to a staging area, he/she will check in with the staging area manager and maintain his personnel and equipment in ready status at staging until assigned or released. The superior officer or a designated person from the APA, in most cases, may fill a position of Strike Team/Task Force Leader within the Operations Section of the ICS. The AHJ may at times wish to assign the superior officer of the APA as the Operations Section Chief (OSC) for the incident as the complexity of the incident increases. The superior officer of the APA at any time can decide not to participate in the tactics of the incident when it is felt that the tactics are unsafe. The superior officer shall notify the IC or OSC of his/her decision and details of what safety issues there are. If the APA superior officer arrives at a staging area and finds that no Staging Area Manager has

been assigned the superior officer shall assume the role of Staging Area Manager until one is assigned.

COMMUNICATIONS:

Due to many factors, communications in Larimer County is a complex issue. It is important for all agencies involved to understand that setting up a clear communication link early on in the incident may reduce many of these problems.

The AHJ shall establish the necessary radio frequencies/talk groups for each incident and communicate which frequencies/talk groups shall be used by all APA's. With the high potential that each agency has non-compatible radio frequencies/talk groups, the IC/AHJ must establish means for APA to communicate with the incident.

In most cases this will mean that the IC/AHJ must setup a radio which will have the APA's radio frequencies in it and monitor it or establish talk group patches. A list of agency radio frequencies, talk groups and cell phone numbers will be attached and referred to as Attachment "A". APA's should attempt to communicate regarding the incident on designated frequencies or phone numbers but in the event that they are unable to do so, they must meet face to face with the appropriate person to check-in and establish a communication link.

The Larimer County Sheriff has available caches of portable VHS programmable radios and 800 MHz radios. These radios may be requested and used for incidents as needed. A request of the LCSO should be made by contacting the LCSO Communications Center, if not involved with the incident, by phone numbers listed on Attachment "A".

TERMINATION:

Termination/Demobilization activities shall be under the direct supervision of the IC/AHJ or the DERA designate.

In clean up and disposal, the mutual aid HAZMAT team(s) may act in an advisory and/or support role if requested by AHJ in conjunction with other agencies involved.

Responding mutual aid HAZMAT team(s) shall claim reimbursement through their normal accounting procedures or coordinate with the Larimer County DERA as needed.

The responding mutual aid HAZMAT team(s) shall submit a written report of activities to the IC. A copy of the final incident report will be forwarded to the mutual aid HAZMAT team(s).

Agenda Item Cover

Item No.: 3

Meeting Date: April 27, 2016

Prepared By: Renee Wheeler, Administrative Director



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TITLE

Consider Approve the Intergovernmental Agreement between Loveland Fire Rescue Authority (LFRA) and Windsor-Severance Fire Protection District (WSFPD) Regarding Participation on the Special Operations Team

EXECUTIVE SUMMARY

Previously there was an agreement for Windsor-Severance Fire Protection District participation on the LFRA Special Operations Team; however, the agreement needed to be revised to reflect that the contracting party is now Loveland Fire Rescue Authority, as opposed to the City of Loveland Fire Department.

BACKGROUND

Each party maintains a fire department, together with appropriate personnel and equipment, but from time to time is faced with emergencies beyond the capacity of its individual forces, especially with respect to special operations such as hazardous materials incidents, dive/water emergencies, or urban search and rescue incidents (rope rescue, confined space rescue, trench rescue, collapse rescue or large animal rescue). It is to the mutual benefit of each of the parties to cooperate with each other regarding participation of WSFPD personnel on LFRA's all hazard Special Operations Team to provide Special Operations services to their constituents. Section 29-1-203, C.R.S., permits local governments to make the most efficient and effective use of their powers and responsibilities by cooperating and contracting with other local governments in order to provide any lawfully authorized function, service or facility. WSFPD previously entered into a memorandum of understanding regarding SOT participation with the City of Loveland Fire Department dated October 24, 2011 ("Prior MOU"). The agreement needed to be revised to reflect that LFRA is the contracting party providing fire rescue services for the greater Loveland area.

STAFF RECOMMENDATION

Motion to approve the intergovernmental agreement with Windsor-Severance Fire Protection District regarding participation on the special operations team, and authorizing the Fire Chief to sign the agreement.

FINANCIAL/ECONOMIC IMPACTS

LFRA provides training within the appropriated resources.

ASSOCIATED STRATEGIC GOALS

Deploy an effective emergency response to minimize damage and loss.

ATTACHMENTS

Agreement

**INTERGOVERNMENTAL AGREEMENT BETWEEN LOVELAND FIRE RESCUE
AUTHORITY AND WINDSOR-SEVERANCE FIRE PROTECTION DISTRICT
REGARDING PARTICIPATION ON THE SPECIAL OPERATIONS TEAM**

1. **PARTIES.** This Intergovernmental Agreement Regarding Participation On The Special Operations Team ("Agreement") is between the Windsor-Severance Fire Protection District ("WSFPD") and the Loveland Fire Rescue Authority ("LFRA") (referred to individually as a "party" and collectively as the "parties").

2. **RECITALS OF PURPOSE AND AUTHORITY.**

2.1 Each party maintains a fire department, together with appropriate personnel and equipment, but from time to time is faced with emergencies beyond the capacity of its individual forces, especially with respect to special operations such as hazardous materials incidents, dive/water emergencies, or urban search and rescue incidents (rope rescue, confined space rescue, trench rescue, collapse rescue or large animal rescue) ("Special Operations").

2.2 It is to the mutual benefit of each of the parties to cooperate with each other regarding participation of WSFPD personnel on LFRA's SOT (defined below) to provide Special Operations services to their constituents.

2.3 Section 29-1-203, C.R.S., permits local governments to make the most efficient and effective use of their powers and responsibilities by cooperating and contracting with other local governments in order to provide any lawfully authorized function, service or facility.

2.4 WSFPD previously entered into a memorandum of understanding regarding SOT participation with the City of Loveland Fire Department dated October 24, 2011 ("Prior MOU"). The City of Loveland and the Loveland Rural Fire Protection District subsequently formed LFRA, which assumed responsibility for providing emergency services on behalf of the City of Loveland and the Loveland Rural Fire Protection District.

2.5 The parties desire to continue to partner with each other regarding WSFPD's personnel participating on the SOT and to replace the Prior MOU with this Agreement.

3. **DEFINITIONS.**

3.1 "SOT" means LFRA's all hazards Special Operations Team for complex incidents involving hazardous materials incidents, dive/water emergencies, or urban search and rescue incidents (rope rescue, confined space rescue, trench rescue, collapse rescue or large animal rescue).

3.2 "Special Operations Command Staff" means an LFRA Battalion Chief, and a team leader from each primary discipline within the SOT (i.e., HazMat, Urban Search & Rescue, Water Rescue).

4. PARTICIPATION OF WSFPD PERSONNEL ON THE LFRA SPECIAL OPERATIONS TEAM.

4.1 The parties agree that up to six personnel from WSFPD may participate as members of the SOT.

4.2 Selection, appointment and removal of WSFPD personnel will be by agreement between the LFRA Special Operations Command Staff and the WSFPD Fire Chief. The SOT Battalion Chief shall have final decision authority if there is an impasse. The six WSFPD positions on the SOT are only available until this Agreement is terminated pursuant to Section 6.5 or Section 6.6, below.

4.3 The WSFPD personnel will complete the LFRA Rescue School or equivalent training. Training/certification shall meet the National Fire Protection Association standards. WSFPD personnel shall meet an Operations level of training for all SOT disciplines within 12 months of appointment to the SOT and hold a Technician level of training in one SOT discipline within 24 months of appointment to the SOT.

4.4 The parties agree to operate within the Incident Command system. The WSFPD personnel will work within the SOT chain of command.

4.5 WSFPD will provide personal protective equipment and clothing for its personnel appointed to participate on the SOT. The WSFPD patch will replace the LFRA patch on the left shoulder; otherwise, the SOT uniform will remain consistent for all members of the SOT.

5. FINANCIAL PROVISIONS. Any dispatch of equipment and personnel pursuant to this Agreement is subject to the following additional conditions:

5.1 LFRA will provide training for the WSFPD personnel appointed pursuant to this Agreement at the LFRA Rescue School at no cost to WSFPD. WSFPD is responsible for all personnel costs, including clothing and personal protective gear.

5.2 This Agreement shall not be construed as to limit or waive reasonable compensation or reimbursement for costs incurred in response to hazardous materials or disaster-emergency, fire, or other incidents that may be eligible for reimbursement by local, state or federal agencies or any other third parties. The party in whose jurisdiction an incident occurs agrees that it will reasonably pursue any legal reimbursement possible and upon receipt of any such reimbursement (after subtracting the reasonable costs of pursuing and collecting the reimbursement), will distribute the received funds in a fair and equitable manner or any manner proscribed by law to the responding party based upon its documented expenses.

5.3 To the extent permitted by law, each party waives all claims against the other party for compensation for any loss of or damage to equipment and for any loss, damage, personal injury or death sustained by its personnel, which occurs as a consequence of the performance of this Agreement. The provisions of this Agreement shall not affect the right of

each the parties' personnel to receive workmen's compensation's benefits pursuant to Section 29-5-109, C.R.S., or pension fund payments pursuant to Section 29-5-110, C.R.S..

5.4 The provisions of Article 5, Title 29, Colorado Revised Statutes, as amended ("Statute"), shall apply to the parties, and the Statute shall control in the event of a conflict between the Statute and this Agreement; provided, however, that neither this Agreement nor any performance under this Agreement shall constitute a "temporary assignment" of WSFPD personnel to LFRA, and the provisions of Section 29-5-108, C.R.S., and the conflicting provisions of Section 29-5-107, C.R.S., do not apply to this Agreement.

6. GENERAL PROVISIONS.

6.1 Nothing in this Agreement shall be deemed a waiver of any immunity granted under the Colorado Governmental Immunity Act, 24-10-101 et seq., C.R.S.

6.2 Nothing in this Agreement confers any benefits on any person not a party to this Agreement.

6.3 The parties enter into this Agreement as separate and independent governmental entities and each shall maintain such status throughout the term of this Agreement and the rights and obligations of the parties shall be only those expressly set forth in this Agreement.

6.4 This Agreement shall be governed by the laws of the State of Colorado. Jurisdiction and venue shall lie exclusively in the Larimer County District Court.

6.5 This Agreement is effective upon the date the last party signs this Agreement and shall continue until such time as either party gives sixty days advance written notice to the other party of its intention to terminate this Agreement or this Agreement is terminated pursuant to Section 6.6, below.

6.6 This Agreement shall be subject to annual appropriations. If a party's governing body does not appropriate funds sufficient to meet that party's financial obligations under this Agreement, this Agreement shall automatically terminate at the end of such current fiscal year for which funds have been appropriated.

6.7 This Agreement may be executed in multiple counterparts and by facsimile or electronic pdf, all of which shall constitute one and the same instrument.

Dated this _____ day of _____, 2016.

LOVELAND FIRE RESCUE AUTHORITY

WINDSOR-SEVERANCE FIRE
PROTECTION DISTRICT

By: _____
Mark Miller, Fire Chief

By: _____
Herb Brady, Fire Chief

Attest

Secretary

Attest

Secretary

Agenda Item Cover

Item No.: 4

Meeting Date: April 27, 2016

Prepared By: Renee Wheeler, Public Safety Administrative Director



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TITLE

2016 First Quarter Budget Report – *Budget Biz*

EXECUTIVE SUMMARY

The 2016 first quarter budget report is submitted for the Board's review of the LFRA budget performance. It is intended to report all resources committed to the Fire Authority operations and capital. There are three sections of the report the Budget Status, Other Budgeted Resources, and In the Works.

BACKGROUND

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

The budget to actual comparisons for revenues and expenditures in the Fire Authority Fund are presented at 25% of 2016. Revenues in the Fire Authority Fund are at 39% of the annual budget, compared to 26% last year. Expenditures in the Fire Authority Fund are at 28% of the annual budget, compared to 25% last year.

STAFF RECOMMENDATION

Information Only

FINANCIAL/ECONOMIC IMPACTS

N/A

ASSOCIATED STRATEGIC GOALS

Deliver cost effective services.

ATTACHMENTS

Quarterly Budget Report – *Budget Biz*

2016



Budget Biz

Quarter 1 (January - March), Issue 13

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



There are three sections of the report: LFRA Budget Status, Other Resources, and In the Works. The Budget Status section will highlight the budget status for revenues and expenditures for the Fire Authority Fund from year to date, through March, 2016. The expenditures will be presented by program and account category at the department level. Each of these financial presentations include variance explanations when the current percentage of the total budget is significantly different from the percentage of the year (i.e., first quarter is 25% of the year). There are resources outside of the Fire Authority Fund that are critical to our service delivery mission. The Other Resources section is devoted to highlighting the status of budgets that are outside of the Fire Authority Fund. The next section of the report provides status information on the various processes used to develop long term and short term operational and capital planning. It is also intended to highlight significant financial transactions or strategies that the department is working on to advance the strategic plan and deliver cost effective services.



Quarter 1 at 25% of 2016

- 39% of the revenue budget has been collected to date compared to 26% last year for the same timeframe.
- 28% of the expenditure budget has been spent compared to 25% last year for the same timeframe.
- LFRA Maturation continues: The Board agreed to pursue titling all equipment and fire rescue fleet to LFRA and leasing stations.
- Several projects are in the works: training center annexation and design, radio communications tower replacement, apparatus replacements, video conferencing, and public outreach program refinement.
- Sale of the Rossum Drive Property originally purchased for a fire station.
- Grant projects are in the works related to firefighter safety (bunker gear, extra hoods, helmets, and gloves, fitness evaluations), and community preparedness (mitigation study and master plan and disaster recovery plan).
- Recruitment and training continue to be a primary emphasis.

Inside this Issue

Budget Status (Revenue)	2
Budget Status (Expenditures)	4
Other Resources	6
In the Works	7

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

2016

LFRA Budget Status - Revenue

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Loveland Fire Rescue Authority

Budget Revenue Report

Quarter Ending 3/31/2016, 25% of the Year

Segments/Accounts	Total Budget	YTD Rev*	Total Variance	Total % Uncollected	Total % Collected
Investment Activity as a % of the Total City Investment Pool					
Interest On Investments	\$1,500.00	\$2,178.35	-\$678.35	-45.22	145.22
Gain/Loss On Investments	1,500.00	462.46	1,037.54	69.17	30.83
SubTotal : Investment Activity	\$3,000.00	\$2,640.81	\$359.19	11.97	88.03
Community Safety					
Special Events (1)	28,900.00	9,345.00	19,555.00	67.66	32.34
Miscellaneous	0.00	374.97	-374.97	0.00	100.00
Building (2)	58,400.00	17,123.58	41,276.42	70.68	29.32
Contractor	5,400.00	2,500.00	2,900.00	53.70	46.30
Fire Permit & Inspection (2)	55,930.00	8,780.06	47,149.94	84.30	15.70
Firework Stand Review	12,350.00	0.00	12,350.00	100.00	0.00
Rural Fire Inspection Fee (2)	27,000.00	25,171.37	1,828.63	6.77	93.23
SubTotal : Community Safety	\$187,980.00	\$63,294.98	\$124,685.02	66.33	33.67
Station Operations					
State Grant (3)	0.00	2,850.00	-2,850.00	0.00	100.00
Refunds / Rebates (4)	9,975.00	2,047.65	7,927.35	79.47	20.53
Academy Training (5)	8,000.00	19,304.00	-11,304.00	-141.30	241.30
SubTotal : Station Operations	\$17,975.00	\$24,201.65	-\$6,226.65	-34.64	134.64
Technical Response and Systems					
Other (ARFF) (6)	22,000.00	0.00	22,000.00	100.00	0.00
SubTotal : Technical Response and Systems	\$22,000.00	\$0.00	\$22,000.00	100.00	0.00
Administration					
Federal Grants (7)	165,000.00	0.00	165,000.00	100.00	0.00
Other	0.00	0.00	0.00	0.00	100.00
Contribution - Rural Fire District	2,358,664.00	753,362.00	1,605,302.00	68.06	31.94
Contribution - Loveland	10,585,929.00	4,440,384.00	6,145,545.00	58.05	41.95
Pension Admin Revenue (8)	45,000.00	0.00	45,000.00	100.00	0.00
SubTotal : Administration	\$13,154,593.00	\$5,193,746.00	\$7,960,847.00	60.52	39.48
Grand Total : (9)	\$13,385,548.00	\$5,283,883.44	\$8,101,664.56	60.53	39.48

*YTD = Year to Date, Rev = Revenue

Revenue Variance Explanations



LFRA Budget Status - Revenue

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Variance Explanations - Revenue

(1) Special Events

Budweiser Event Center Standby.

(2) Permits / Fees

Permit fees are a function of the building activity. Rural Fire Inspection Fee - several substantial projects in the 25/34 Development (Apartment complex, Shooting Range, care facility). The Scheels permit was 60% of the amount received.

(3) State Grant

Grant received to offset some of the cost for physical fitness evaluations conducted by Colorado State University.

(4) Refunds / Rebates

The budget is for the Department of Local Affairs reimbursement of the Health and Circulatory Trust Premium for Full Time Firefighters. That premium will come due later in the year (timing corresponds to the State's fiscal year). The amount received to date is for insurance reimbursement of salaries paid on an employee out on workers compensation.

(5) Academy Training

The 2015 fall day/night academy usage has been paid in total representing 60% of the total collected to date.

(6) Other (ARFF)

The budget is for the City of Fort Collins 50% contribution of salaries and benefits for the ARFF Engineer added to accommodate stand bys generated by new airline. However the airline will not begin flights until the end of May. As a result, Fort Collins has agreed to contribute just over \$14,000 for 2015 to be received in April.

(7) Federal Grants

The budget is the re-appropriation of the Community Development Block Grant - Disaster Recover Mitigation Study and Master Plan.

(8) Pension Admin Revenue

The budget is related to Pension Fund revenue that is the expected remaining balance from fees ICMA charges the plan and the cost to deliver services. It is appropriated to cover the cost of Pension Committee training, legal services and the Innovest contract to monitor investments.

(9) Grand Total

2016 Reappropriations have been posted to the budget:

Originally adopted budget	\$12,598,736.00
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Supplemental Appropriation for Insurance solutions, finance fees and legal fees processed Dec 2015	81,732.00
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Reappropriation of 2015 Budget	705,079.00
Revised Budget Total	<u>\$13,385,547.00</u>

39% of the revenue budget has been collected to date compared to 26% last year for the same timeframe.

LFRA Budget Status - Expenditures

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Loveland Fire Rescue Authority Authorized Spending Report by Division and Program Quarter Ending 3/31/2016, 25% of the Year

Segments	Total Budget	*YTD Exp	*YTD Enc	Total Available	Total % Available	Total % Spent
Community Safety						
Prevention	\$173,414.00	\$41,971.73	\$1,312.56	\$130,129.71	75.04	24.96
Business Inspections	136,380.00	36,424.63	0.00	99,955.37	73.29	26.71
Permitting & Development Review	477,070.00	110,659.61	2,860.99	363,549.40	76.21	23.80
SubTotal Community Safety	\$786,864.00	\$189,055.97	\$4,173.55	\$593,634.48	75.44	24.56
Station Operations						
General Station Operations	8,038,708.00	2,098,307.05	5,210.15	5,935,190.80	73.83	26.17
Training	121,730.00	13,893.97	18,007.12	89,828.91	73.79	26.21
Quartermaster (1)	137,772.00	8,858.32	3,784.13	125,129.55	90.82	9.18
Station 1	13,110.00	2,232.01	153.61	10,724.38	81.80	18.20
Station 2	8,270.00	2,493.87	619.60	5,156.53	62.35	37.65
Station 3	6,690.00	485.61	0.00	6,204.39	92.74	7.26
Station 5	6,680.00	606.64	86.38	5,986.98	89.63	10.38
Station 6 (2)	8,740.00	3,215.71	642.10	4,882.19	55.86	44.14
Health/Safety (3)	75,762.00	3,303.79	34,815.00	37,643.21	49.69	50.31
SubTotal Station Operations	\$8,417,462.00	\$2,133,396.97	\$63,318.09	\$6,220,746.94	73.90	26.10
Technical Response and Systems						
Special Operations (4)	70,820.00	1,091.59	0.00	69,728.41	98.46	1.54
Wild Land	12,620.00	3,024.97	372.00	9,223.03	73.08	26.92
Emergency Medical Service (5)	30,243.00	6,487.92	14,000.00	9,755.08	32.26	67.74
Tac Fire (6)	10,163.00	150.00	0.00	10,013.00	98.52	1.48
Aircraft Rescue and Firefighting (7)	11,980.00	571.41	0.00	11,408.59	95.23	4.77
Technical Response and Systems	\$135,826.00	\$11,325.89	\$14,372.00	\$110,128.11	81.08	18.92
Equipment Maint & Replacement						
Communications / Telephone	244,964.00	60,725.74	5,556.76	178,681.50	72.94	27.06
Hoses (8)	29,366.00	13,836.41	0.00	15,529.59	52.88	47.12
Ladders/Small Engine (9)	6,812.00	182.78	8,500.00	-1,870.78	-27.46	127.46
Self Contained Breathing Apparatus (10)	50,885.00	25,004.68	1,113.07	24,767.25	48.67	51.33
Thermal Imaging (11)	21,320.00	0.00	20,675.10	644.90	3.03	96.98
Computer Equipment (12)	98,725.00	1,289.81	0.00	97,435.19	98.69	1.31
Vehicles and Apparatus	1,067,011.00	228,422.34	43,863.11	794,725.55	74.48	25.52
Small Engines (13)	4,000.00	1,934.77	138.50	1,926.73	48.17	51.83
Equipment Maint & Replacement	\$1,523,083.00	\$331,396.53	\$79,846.54	\$1,111,839.93	73.00	27.00
Administration						
Emergency Management (14)	393,175.00	31,879.85	104,668.12	256,627.03	65.27	34.73
Administration (15)	2,084,138.00	708,247.72	47,302.60	1,328,587.68	63.75	36.25
Fire Retirement Admin (16)	45,000.00	6,356.25	19,195.75	19,448.00	43.22	56.78
SubTotal Administration	\$2,522,313.00	\$746,483.82	\$171,166.47	\$1,604,662.71	63.62	36.38
Grand Total (17)	\$13,385,548.00	\$3,411,659.18	\$332,876.65	9,641,012.17	72.03	27.97

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

Expenditure Variance Explanations

Variance Explanations - Expenditures

(1) Quartermaster

The bunker gear replacements bid will not open until April 7th, which is the most significant portion of this budget.

(2) Station Six

The tools and supplies purchases all look reasonable and it is expected that they stocked up a little so that they would save time on running back and forth to the store.

(3) Health & Safety

The annual contract for Peer Support Psychologist is encumbered.

(4) Special Operations

The Special Operations Teams just haven't ordered any of their replacement equipment yet, which represents 54% of that budget.

(5) Emergency Medical Service

The annual contract for the Physician Advisor is encumbered.

(6) Tac Fire

The vest replacements have not been ordered and the training budgeted has not been offered yet.

(7) Aircraft Rescue & Firefighting

The office set up hasn't been charged yet and the training has not been offered yet.

(8) Hoses

Many of the hose replacements have been purchased.

(9) Ladders / Small Engine

The testing for the year has been encumbered and money will have to be transferred from another account to cover the additional cost.

(10) Self Contained Breathing Apparatus

The 30 minute cylinders for replacement have been purchased.

(11) Thermal Imaging

Thermal Imaging camera replacements for the year have been ordered.

(12) Computer Equipment

\$39,043 Software maintenance agreements were charged to Administration incorrectly. The charges will be corrected in April. The web based Telestaff license costs have not been charged yet.

(13) Small Engines

Rescue 2 replacement saw was purchased.

(14) Emergency Management

Mitigation Study and Master Plan contract issued and encumbrance for the total project has been established.

(15) Administration

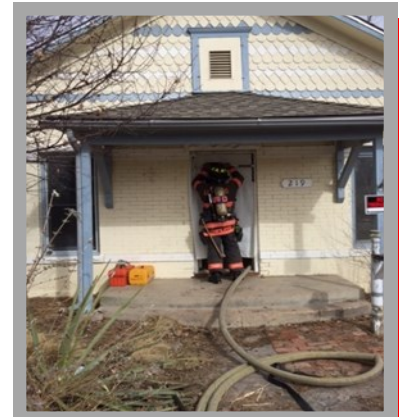
\$39,043 of software maintenance agreements were charged to this program that should have been charged to the Computer Program.

(16) Fire Retirement Admin

Pension Fund expenditures and encumbrances are for Innovest, a firm that monitors the pension investments.

(17) Grand Total

The total expenditures are within the range expected at 25% of the year. 28% of the budget has been spent compared 25% last year.



2nd Street Training Drills

Authorized Spending Report

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Loveland Fire Rescue Authority Authorized Spending Report by Account Class Quarter Ending 3/31/16, 25% of the Year

Segments	Total Budget	*YTD Exp	*YTD Enc	Total Available	Total % Available	Total % Spent
Personal Services	\$9,121,301.00	\$2,397,578.59	\$0.00	\$6,723,722.41	73.72	26.29
Supplies	489,641.00	66,709.24	27,887.46	395,044.30	80.68	19.32
Purchased Services	3,388,477.00	880,205.98	246,661.72	2,261,609.30	66.74	33.26
Capital Outlay	386,129.00	67,165.37	58,327.47	260,636.16	67.50	32.50
Grand Total (1)	\$13,385,548.00	\$3,411,659.18	\$332,876.65	\$9,641,012.17	72.03	27.97

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

(1) Grand Total

The total expenditures are within the range that would be expected at 25% of the year including the many encumbrances. The encumbrances are for training scheduled for later in the year, the annual contract for 50% of the Peer Support Psychologist, the annual contract for the Emergency Medical Services Physician Advisor, the Motorola radio maintenance contract, the ladder testing contract, the annual legal services contract, the Innovest pension investments monitoring contract, the mitigation study and master plan contract, orders place for self contained breathing apparatus replacements and thermal imaging camera replacements, and the order for the vehicle budgeted with the new ARFF Engineer.

Other Resources

City's Capital Replacement Fund:

Engine Replacement

Original Budget Appropriation	\$652,300.00
Less Actual Expenditures	546,616.81
Less Encumbrances (Purchase Order-Refurb)	3,281.73
Remaining Budget	<u>\$102,401.46</u>

Scheduled engine replacement using the Houston Galveston Area Council cooperating purchasing agreement and SVI Trucks as the vendor.

Radio Tower Replacement

Supplemental Appropriation (reappropriating the 2015 funds for this purpose)	\$195,650.00
Less Actual Expenditures	
Less Encumbrances (Purchase Order)	186,220.00
Remaining Budget	<u>\$9,430.00</u>

It is already known that the ARES equipment move from the old tower to the new one was excluded from the quote and the remaining amount will need to be applied to that task.

City's Fire Capital Expansion Fee Fund:

Budget	\$321,442.00
Less Actual Expenditures	3,020.02
Less Encumbrances (Purchase Orders)	318,421.76
Remaining Budget	<u>\$0.22</u>

New Training Center Property Design; the actual expenditure is related to finalizing the annexation process. A purchase order has been issued to Belford Watkins for the design work.

Training Center Annexation

The annexation of the new Training Center property is in progress. Neighborhood meetings have been held; the Planning Commission approved it; and the City Council will consider it in April. United Civil Services is working in conjunction with Ken Cooper (Facilities Management), and Bob Paulson (Acting Development Services Director) to make it all come together.



Station 1 Radio Communications Tower

The radio communications tower on the roof of Station 1 is the mission critical communications infrastructure for the downtown area. It was identified as a structure at risk for collapse in high wind conditions. LFRA has contracted with Wireless Advanced Communications and United Tower to replace the tower with a monopole 120' tower in the south parking lot of the station. City departments and Thompson Valley Emergency Medical Services have radios that rely on this tower and are included within the Northern Colorado Radio Communications Network. All parties collaborated to fund the structure from budget savings in 2015 re-appropriated in 2016. Radio cable management and minor concrete work for the base of the tower has been started and the steel has been ordered. It is expected to be here the third week of May.

Training Center Master Plan/Design

City Council has approved the supplemental carryover (appropriated in 2015) for the Master Plan/Training Center Design. Belford Watkins Group was the selected design firm and have begun meetings to craft the vision for the most effective use of the training center over the long term planning horizon.

Rossum Drive Property Sale

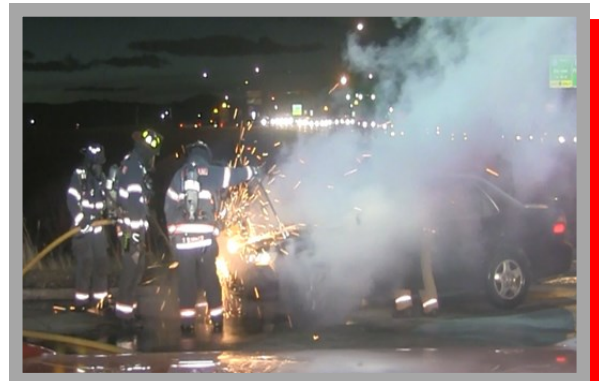
City Council passed (unanimously) the ordinance to allow for the sale of the Rossum Drive property. The funds generated from this sale (\$145,000) will be returned to Fire Capital Expansion Fee (CEF) fund.

Apparatus

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.

Firefighter Safety Grant Awards

Two State 2016 Firefighter Safety & Disease Prevention grants were submitted and awarded: 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: automate 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.

Additionally, LFRA was fortunate to receive a \$2,850 Firefighter Heart Fitness Grant from the Colorado Firefighter Heart and Circulatory Benefits Trust to reimburse some of the cost to get our Colorado State University health and fitness evaluations completed.



LFRA Maturation Work Continues

Considerations have begun with regard to asset ownership. The Board made a decision that the equipment and apparatus will be titled over to the Authority and the ownership for the land and stations will be retained by the City of Loveland and the Loveland Rural Fire Protection District and leased to the Authority. This decision sets into action a wide variety of legal and policy work to be complete by the third quarter of the year.

A flurry of administrative tasks continue: 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; a cooperative purchasing membership agreement with the Houston Galveston Area Council to facilitate cost effective apparatus purchasing in future years; a resolution was approved by the Board to clarify pension administration responsibilities of the LFRA Board versus the Pension Committee.



Hiring/Promoting with Purpose

At the February All Officers training, one of the leadership lessons presented to the Officers was in regards to hiring and promoting the best individuals possible, in an effort to maintain our culture and keep us on the path of enduring greatness. Four characteristics came forward that will be of significant importance as we hire and promote in LFRA. All of these characteristics have been a part of our culture for several years, so this is nothing new, however, our focus in hiring and promoting based on these principles must be strategic.

Along with the knowledge, skills and abilities of firefighting, we will look for individuals that have:

- ⇒ **A Warrior Spirit** – Thinking aggressively; intelligence and technology; facing fears, drive to get the job done no matter the cost; skill mastery.
- ⇒ **A Servant Heart** – Compassion; Integration of head and heart; outside the box; not in it for personal gain; humility.



- ⇒ **Emotional Intelligence** – Self-awareness; Self-regulation; Motivation; Empathy; Social skills/team player.
- ⇒ **A Fun-Loving Attitude**- Love for people and love for the job; you want to be here.

The important note here, is we will embrace the vision of looking at individuals we hire and promote, as the “future” of this great department. Again, this is not a new concept, just one that must be at the forefront, to maintain an excellent, ethical, enduring organization.

Swearing-in/Badge Pinning Ceremony

On March 29th, LFRA conducted a badge pinning/swearing-in ceremony at the Police Courts Institute

- ⇒ Engineers: Adam Baukol, Mark Hernandez, Chris Smith
- ⇒ Firefighters: Alex Chapin, Paul Duran, Samuel Leighton, Traver Heckman, Devon Laughlin.
- ⇒ Part-Time Firefighters: Nate Unruh, Andrew Sharpe, Jon Pointer, Shelby Baker, Cole Stephenson



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. The keynote speaker, Craig Demartino was inspiring and motivational.

Canyon Awards Ceremony

The Big Thompson Canyon Volunteer Fire Department (under the umbrella of LFRA), held their annual awards ceremony on February 27th at the Fountains Inn of Loveland. The ceremony included LFRA Chairman Jeff Swanty swearing in all 28 members of the Canyon department, as one of the formalities of being members of LFRA. Canyon Battalion Chief Bill Lundquist formally announce his retirement as an officer of the department (effective May 2016); although he will remain a member, lending his experience in coaching, mentoring and providing assistance where needed. Bill has done an outstanding job as a Chief Officer in the Canyon and his leadership will be missed.

Recruiting

A part-time firefighter testing process occurred during the month, this is the second testing in the last four months due to the high turnover rate of LFRA’s part-time firefighters. LFRA currently has three vacant part-time firefighter positions.

The ARFF Engineer Position approved for the 2016 budget has been filled internally. The Part Time Inspector was approved to move to full time and a Firefighter Rover position was approved for hire due to cover two members on military leave, four members on light duty and the part time firefighter vacancies.



Technology to Create Efficiencies

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.

Training Emphasis

The extensive planning effort has been underway to sponsor three national training and research opportunities: Active Assailant, Smoke and Fire Behavior, and Kill the Flashover. All of these trainings will occur the second quarter of this year.



Several other trainings for the development of personnel have been conducted: ice rescue, fire history in Loveland, NFPA Inspections, team empowerment for the City's multi-discipline development review team, confined space entry operations with the Northern Colorado Bomb Squad, Rescue Task Force training with the Larimer County Sheriff's Office Deputies at the Budweiser Event Center, budget and purchasing awareness for all staff members, rural water supply and wildland shelter deployments, a Blue Card Command Certification class was conducted with students from LFRA, Berthoud Fire District and Estes Valley Fire District and the State's Emergency Management 101 Academy will be attended by the Public Affairs Officer to build depth in the Office of Emergency Management.

Focusing the Public Outreach Effort

Review of Community Risk Assessment (v.1) was completed and an emphasis will be placed on altering public education message to redevelop and unify Public Education / Outreach and Emergency Management, as well as, Fire Code provisions. The Community Safety Division will also be exploring the best method to create and operate a Public Education team utilizing Firefighters and duty crews. Discussions with American Red Cross, LETA and TVEMS are in process to create multi-discipline approach sharing our community outreach. The report has been generated by the City's Information Technology Department and Engineer Hill defining what trends and repetitive fire problems.

Grant Funded Community Preparedness

The Mitigation Strategy and Master Plan (MSMP) is underway, funded by a Community Development Block Grant for Disaster Recovery (CDBG-R).

The State approved using the balance of the CDBG-DR grant award for a Disaster Recovery Plan. The bids for the contractor to perform this work were opened March 31. The selection process is underway and the plan development will begin the second quarter of the year.

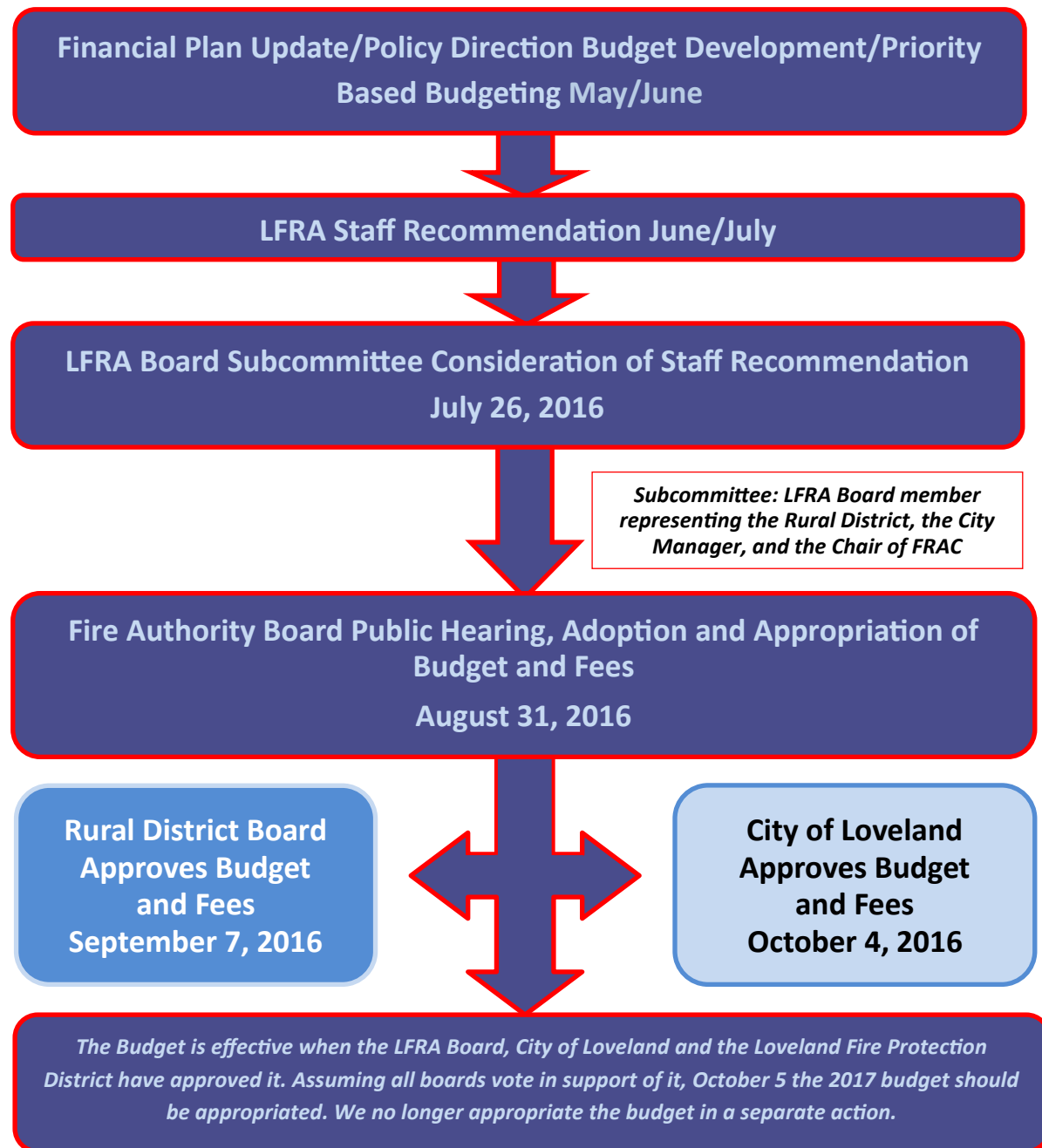
The project to install the Chilson/Senior Center emergency generator spearheaded by the Emergency Manager is formally cancelled due to expensive and site-specific challenges. The City's Water and Power Department has decided to move forward with a formal request to install the generator at the Service Center. Office of Emergency Management is working closely with their staff to compile a new application and all of the supporting documentation that is due on April 1, 2016.



In the Works Continued...

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2016 Proposed LFRA Budget Process



Budget Biz

Quarter 1

2016

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



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

Agenda Item Cover

Item No.: 5

Meeting Date: April 27, 2016

Prepared By: Karen Rees, Acting HR Director



TITLE

Discuss the Fire Chief Evaluation Process for 2015-2016

EXECUTIVE SUMMARY

The objective is to decide if the LFRA Board would like to use the same evaluation process, goals and tools as last year. The process last year included a 360-degree questionnaire, a self-evaluation, and Board members providing their feedback. The form, 360-degree survey questions and list of participants and goals will be available at the meeting.

BACKGROUND

Discussion regarding the 2015-2016 performance evaluation for the Fire Chief. Questions for the board include whether to use the same process and structure as last year or if they would like to make updates/revisions.

STAFF RECOMMENDATION

Follow the same process/structure that was used for the last evaluation in order to facilitate the process this year.

FINANCIAL/ECONOMIC IMPACTS

The evaluation process is the basis for merit raises.

ASSOCIATED STRATEGIC GOALS

All three strategic goals (effective response, minimize and mitigate risks, and deliver cost effective services).

ATTACHMENTS

None

2015
Loveland Fire Rescue Authority (LFRA)
Fire Chief Performance Review

Position Incumbent:
LFRA Board Members:
Date of Review:

RATING SCALE:

Outstanding:	Consistently surpassing standards in area of responsibility and sets the example of excellence for the Department.
Above Expectations:	Consistently meeting all standards and at least half of the time are exceeding some of the standards that define proficient performance for the area of responsibility.
Meets Expectations	Meets the standards consistently for proficient performance in area of responsibility. Demonstrates employee is a good and solid performer.
Meets Most Expectations	Meets a majority of the standards that define proficient performance for area of responsibility.
Below Expectations:	Meets less than half the standards that define proficient performance for this area of responsibility. Employee is not performing at expected level.

LFRA Rating & Comment Summary		
Category	Rating (O, AE, ME, MM, BE)	Comments
Accountability and Integrity		
Collaboration		
Service/Courtesy and Kindness		
Innovation		
Safety		
Communication		

Community Relations		
Conflict Resolution		
Job Expertise		
Financial Responsibility		
Initiative		
Leadership		
Strategic Thinking		
Project Management/Leadership		

Accountability & Integrity

Performance Meets Standards When:

Accountable to achieve goals and objectives;
Takes responsibility for actions and accomplishes tasks within the time frames agreed;
Acts with high ethical standards;
Tactfully handles sensitive issues with discretion

Collaboration

Performance Meets Standards When:

Builds and maintains effective working relationships;
Participates and is a constructive member in meetings or projects;
Is open to the ideas of others;
Works and communicates effectively and cooperatively with others.

Service/Courtesy and Kindness

Performance Meets Standards When:

Provides timely responses to requests/needs without having to follow up;
Easy to contact and available;
Approachable manner that encourages interaction;
Listens and shows general interest when others are speaking;

Is respectful and courteous to peers, subordinates, and stakeholders

Innovation

Performance Meets Standards When:

Demonstrates creativity in solving problems;
Offers creative suggestions to improve current processes;
Provides resourceful ideas to address organizational goals and objectives

Safety

Performance Meets Standards When:

Addresses safety issues promptly;
Models safety practices;
Is knowledgeable about safety programs, training resources, safety equipment and best practices

Communication

Performance Meets Standards When:

Communicates effectively using a variety of methods, both in writing and verbally;
Identifies issues and ideas;
Provides information that is accurate and timely;
Presents ideas in a manner that is clear and concise

Community Relations

Performance Meets Standards When:

Solicits feedback to improve service;
Manages difficult or emotional customer situations with professionalism;
Displays responsiveness to public;
Treats people fairly;
Demonstrates commitment to public service

Community Relations

Performance Meets Standards When:

Solicits feedback to improve service;
Manages difficult or emotional customer situations with professionalism;
Displays responsiveness to public;
Treats people fairly;
Demonstrates commitment to public service

Conflict Resolution

Performance Meets Standards When:

Addresses conflicts by focusing on the issues at hand to develop effective solutions;
Helps others resolve conflicts by providing impartial mediation;
Facilitates communication, maintains impartiality, and applies negotiation skills;

Prevents conflicts from escalating and brings conflicts to resolution

Job Expertise

Performance Meets Standards When:

Demonstrates a high degree of mastery in the skills, knowledge and expertise required in the role;
Regarded by peers as knowledgeable credible and as the go-to person;
Keeps industry knowledge current

Financial Responsibility

Performance Meets Standards When:

Understands financial targets, budget goals and incorporates financial analysis into strategic decisions;
Implements operating budget flexibility to address changing priorities;
Creates sound business cases to support expenditures and promotes conservation of organizational resources

Initiative

Performance Meets Standards When:

Actively seeks out opportunities to help the organization achieve its goals and mission;
Looks for what needs to be done and does it;
Ability to implement and complete projects independently to achieve goals

Leadership

Performance Meets Standards When:

Exhibits confidence in self and others;
Inspires respect and trust; Reacts well under pressure;
Encourages others to take action;
Motivates others to perform well

Strategic Thinking

Performance Meets Standards When:

Approaches objectives and issues in a logical and systematic manner;
Examines situations from multiple perspectives;
Works with and interprets complex information, effectively evaluates problems, and makes recommendations and improvements

Project Management/Leadership

Performance Meets Standards When:

Develops timelines and plans for execution of goals and/or objectives;
Participates in the preparation and administration of Capital Improvement Project (CIP) plans and budgets;
Monitors, ensures, and provides for the successful completion of projects in accordance with established project specifications, timelines, budgets, and quality standards

Previously Established Goals and Objectives***Per LFRA and City Direction*

Goals	Results	Rating	Comments

Overall Year-end	Rating	Comments

Goals FOR 2015***Per LFRA Board, City and Self-Evaluation*

Goals	Results	Rating	Comments

Individual Development Goals and Objectives** Per LFRA and/or City, as well as Self-Evaluation NOT be used to evaluate your performance. The focus is professional aspirations/growth opportunities.*

Skills/Knowledge/Experience	Key Actions	Timetable/Completed

SIGNED:_____
LFRA Board Chair_____
Date_____
City Manager_____
Date_____
Fire Chief_____
Date

Evaluation - Fire Chief

This evaluation form was designed for the Loveland Fire Rescue Authority Board to provide individual ratings for the LFRA Chief. Please rate and add applicable comments/examples of performance to each category. Individual responses will be identified and combined to complete the draft evaluation for the Chief.

* 1. Evaluator First and Last Name

2. Accountability and Integrity

	Outstanding	Above Expectations	Meets Expectations	Meets Most Expectations	Below Expectations
Accountable to achieve goals and objectives; Takes responsibility for actions and accomplishes tasks within the time frames agreed; Acts with high ethical standards; Tactfully handles sensitive issues with discretion	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments

3. Collaboration

	Outstanding	Above Expectations	Meets Expectations	Meets Most Expectations	Below Expectations
Builds and maintains effective working relationships; Participates and is a constructive member in meetings or projects; Is open to the ideas of others; Works and communicates effectively and cooperatively with others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments

4. Service/Courtesy and Kindness

	Outstanding	Above Expectations	Meets Expectations	Meets Most Expectations	Below Expectations
Provides timely responses to requests/needs without having to follow up; Easy to contact and available; Approachable manner that encourages interaction; Listens and shows general interest when others are speaking; Is respectful and courteous to peers, subordinates, and stakeholders	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments

5. Innovation

	Outstanding	Above Expectations	Meets Expectations	Meets Most Expectations	Below Expectations
Demonstrates creativity in solving problems; Offers creative suggestions to improve current processes; Provides resourceful ideas to address organizational goals and objectives	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments

6. Safety

	Outstanding	Above Expectations	Meets Expectations	Meets Most Expectations	Below Expectations
Addresses safety issues promptly; Models safety practices; Is knowledgeable about safety programs, training resources, safety equipment and best practices for Fire safety	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comment

7. Communication

	Outstanding	Above Expectations	Meets Expectations	Meets Most Expectations	Below Expectations
Communicates effectively using a variety of methods, both in writing and verbally; Identifies issues and ideas; provides information that is accurate and timely; Presents ideas in a manner that is clear and concise	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments

8. Community Relations

	Outstanding	Above Expectations	Meets Expectations	Meets Most Expectations	Below Expectations
Solicits feedback to improve service; Manages difficult or emotional customer situations with professionalism; Displays responsiveness to public; Treats people fairly; Demonstrates commitment to public service	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments

9. Conflict Resolution

	Outstanding	Above Expectations	Meets Expectations	Meets Most Expectations	Below Expectations
Addresses conflicts by focusing on the issues at hand to develop effective solutions; Helps others resolve conflicts by providing impartial mediation; Facilitates communication, maintains impartiality, and applies negotiation skills; Prevents conflicts from escalating and brings conflicts to resolution	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments

10. Job Expertise

	Outstanding	Above Expectations	Meets Expectations	Meets Most Expectations	Below Expectations
Demonstrates a high degree of mastery in the skills, knowledge and expertise required in the role; Regarded by peers as knowledgeable credible and as the go-to person; Keeps industry knowledge current	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments

11. Financial Responsibility

	Outstanding	Above Expectations	Meets Expectations	Meets Most Expectations	Below Expectations
Understands financial targets, budget goals and incorporates financial analysis into strategic decisions; Implements operating budget flexibility to address changing priorities; Creates sound business cases to support expenditures and promotes conservation of organizational resources	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comment

12. Initiative

	Outstanding	Above Expectations	Meets Expectations	Meets Most Expectations	Below Expectations
Actively seeks out opportunities to help the organization achieve its goals and mission; Looks for what needs to be done and does it; Ability to implement and complete projects independently to achieve goals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comment

13. Leadership

	Outstanding	Above Expectations	Meets Expectations	Meets Most Expectations	Below Expectations
Exhibits confidence in self and others; Inspires respect and trust; Reacts well under pressure. Encourages others to take action; Motivates others to perform well	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comment

14. Strategic Thinking

	Outstanding	Above Expectations	Meets Expectations	Meets Most Expectations	Below Expectations
Approaches objectives and issues in a logical and systematic manner; Examines situations from multiple perspectives; Works with and interprets complex information, effectively evaluates problems, and makes recommendations and improvements.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comment

15. Project Management/Leadership

	Outstanding	Above Expectations	Meets Expectations	Meets Most Expectations	Below Expectations
Develops timelines and plans for execution of goals and/or objectives; Participates in the preparation and administration of Capital Improvement Project (CIP) plans and budgets; Monitors, ensures, and provides for the successful completion of projects in accordance with established project specifications, timelines, budgets, and quality standards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comment

360-degree Survey Participants**2015 Probationary Review Fire Chief Miller****External Stakeholders**

Thompson Valley EMS (Randy Lesher) rlesher@tvems.com

Poudre Fire Authority (Tom DeMint) tdemint@poudre-fire.org

Front Range Fire Authority – (Ron Bateman) rbateman@johnstownfire.org

Berthoud FPD – (Steve Charles) scharles@frie.com

Loveland Fire Exhibit Committee (Jack or Pat for e-mail group) pjsulli4@gmail.com

Mteam

Hale

Holland

Hecker

George

Indirect and Direct Reports

Carie Dann

Renee Wheeler

Ned Sparks

Rick Davis

Greg Ward

Greg Gilbert

Ben Wynkoop

Jason Stark

Tim smith

Michael Cerovski

Agenda Item Cover

Item No.: 6

Meeting Date: April 27, 2016

Prepared By: Renee Wheeler, Public Safety Administrative Director



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TITLE

Review the 2015 Loveland Fire Rescue Authority (LFRA) Annual Report

EXECUTIVE SUMMARY

The annual report highlights LFRA financial and operational activities for 2015 and is submitted for the Board's review.

BACKGROUND

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

The report is intended to serve information needs for a broad audience: governing board, partner boards, advisory commissions, citizens, LFRA staff, and other fire rescue departments. It begins with a brief message from the Chief, followed by an executive summary and the body of the report. The community and organizational overview has been excluded this year and replaced with a section that highlights the four year progress on the strategic plan initiatives. The overall focus of the report is dedicated to performance from an organizational perspective. Staff reviewed a sampling of other fire department annual reports and made the decision to abandon the traditional presentation organized by division (i.e., Suppression, Community Safety, and Administration), in favor of a department-wide presentation organized by the four R's (Response, Readiness, Relationships, and Resources) and strategic plan goals to support our organizational values associated with a unified effort to advance our mission. The last section of the report is the information that is reported quarterly in the Budget Biz. It highlights 2015 budgetary performance for the entire year.

STAFF RECOMMENDATION

Information Only

FINANCIAL/ECONOMIC IMPACTS

N/A

ASSOCIATED STRATEGIC GOALS

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

ATTACHMENTS

Annual Report



Loveland Fire Rescue Authority



2015 Annual Report

Chief's Message

I am pleased to present the fourth Annual Report for Loveland Fire Rescue Authority (LFRA). This document highlights the progress that has been made in achieving our strategic plan initiatives, performance statistics, program achievements, and budgetary performance. This work, while being primarily focused on the year 2015, truly reflects many of the accomplishments that the men and women of our organization have made over the last several years.

There have been many significant achievements in 2015. LFRA took a tremendous, milestone step in developing a more autonomous organization. While our organization was established as a separate organization in 2012, the fire employees were still considered City of Loveland employees. As of January 1, 2016 all employees officially became LFRA employees. This was a significant effort to ensure all benefits were exactly the same and organizational sponsorship for pension plans were changed to LFRA. Other accomplishments include; refurbishment of the ladder truck to extend its service life by ten years; the planning process was started to replace the radio tower on the roof of Station 1 critical to the community's communication infrastructure; the Lincoln Hotel, a permanent resident facility in Downtown Loveland, was improved with a fire sprinkler system; a part time inspector was added to assist the Community Safety Development Review Program with a significant increase in building activity; an Administrative Analyst was added to better distribute the workload for reporting, budget analysis, and provide support for the Accreditation initiative; the Accreditation efforts were launched in earnest with work on the community risk assessment and the standards of cover. Improving the overall quality of data, compared to performance standards has been an outcome of the accreditation journey that has already been extremely beneficial. As always, we continue to focus on leadership development to continue *moving forward*. We also continue the focus on ethical behavior to achieve excellence and ensure that our hiring/promotional practices support a culture that places LFRA in the forefront of the fire industry. The staff is committed to taking leadership personally, being intentional about our values of *commitment, compassion and courage*, with focus on *response, readiness, resources and relationships*. Additionally, we choose to embrace a warrior spirit, servant heart and emotional intelligence. These elements will ensure we stay on the path of enduring greatness to advance the strategic plan, and more importantly, to provide a service to this community that is absolutely extraordinary.



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

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

Mark Miller
Fire Chief
Loveland Fire Rescue Authority



Loveland Fire Rescue Authority (LFRA) Board 2015

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



Jeff Swanty

Loveland Rural Fire Protection District Board 2015

Dave Legits	Rural Board President
Jeff Swanty	Board Member
Barry Gustafson	Board Member
Leroy ("Andy") Anderson	Board Member
Mike McKenna	Board Member
<i>Greg White—District Administrator</i>	



Cecil Gutierrez

Fire and Rescue Advisory Commission 2015

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



John Fogle

LFRA Leadership Team

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



Dave Legits



Bill Cahill

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Acknowledgements: THANK YOU

The only way that our organization keeps the forward momentum on a positive trajectory and continues to build an enduring organization is to nurture a collaborative partnership between elected/appointed officials who establish strategic guidance and the men and women of Loveland Fire Rescue Authority who live the mission and deliver extraordinary service to the community every day. We are so blessed to have a blend of talents that help us to deliver on our goals and objectives. We thank you all for your meaningful contributions in 2015. This document is intended to be a picture into the collective achievements in 2015 and could not have been possible without the creative talents that Mrs. Chloe Romero and Ms. Cheryl Cabaruvias brought to the preparation of the report.



Executive Summary

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

The first pages of the report provide an overview of LFRA activity using outcome based performance measures: customer satisfaction (92%), 90th percentile response times (7 minutes 42 seconds), fire confined to the room of origin (77%), fire loss per capita (\$21.66), property values saved versus lost (\$3.87 saved per \$1 lost), fire protection permit processing efficiency (6.82 days in the review cycle), planning project review efficiency (89% completed by the target completion deadline), business safety inspections (193), and costs per capita (\$126.04). These are the performance measures that have been deemed the

LFRA 2015 Community and Assets (Inputs)	Total	City	Rural District & Big Thompson Canyon
Total Population Served	95,294	72,794	22,500
Service Area in Square Miles	194	35	159
Assessed Valuation (2014 collected in 2015)	\$1,224M	\$933M	\$291M
Staffing for a 24/7 Operation:			
Full Time Uniformed	78	78	0
Part Time Uniformed	12	12	0
Reserve/Volunteer Firefighters	30	3	27
Volunteer Support	7	7	0
Full Time Support Staff	5	5	0
Stations (only five staffed City stations)	8	6	2
Apparatus:			
Engines (Type 1)	8	6	2
Ladder and Rescue	7	5	2
Wildland and Tenders	5	1	4
Support Vehicles (note this includes Rural Type 6 Engines are F-550's)	17	15	2
2015 Operations Expenditures:			
LFRA (\$.4M other revenue in addition to City and Rural contributions)	\$12M	\$9.9M	\$2.1M
Rural & Big Thompson Additional Expenditures	\$0.25M		\$0.25M

most important in summarizing LFRA effectiveness. 2012 was the first year of this measurement approach. Refinement of the measures and the data collection efforts are still in progress. It is anticipated that Business Safety Inspections will be changed from an activity measure ("numbers of") to an outcome measure in future years as information on voluntary compliance with recommendations can be documented at the second round of visits. The historical comparison over time will be valuable and the intent is to build a rolling ten years of reporting for these measures. As part of the Accreditation process, and to ensure that LFRA is capturing the most accurate information possible, methodology for calculating response time has changed from average to 90th percentile. This is a more precise measure which reports on





response performance '9 times out of 10' rather than the traditional measure of 'half of the time'.

There are two primary measures that were selected as benchmarks for comparisons with other departments in our region for the strategic plan approved and adopted during 2013: cost per capita and number of firefighters per 1,000 population. The comparison has been updated and included in this report. This is a forward looking table and it is important to highlight that 2016 figures were used for all organizations in the table. When the comparisons were first developed for the strategic plan, LFRA was nearly 30% below the other selected organizations in funding and staffing using a weighted average approach. The resources allocated in 2016 will continue to improve that comparative standing; however, LFRA in 2015 is still 8.5% below the other organizations in funding and 23% below in staffing. It has always been the intent of the strategic plan to consistently improve our relative standing over a long term planning horizon in a fiscally constrained environment.

The strategic plan update is included in this report, identifying that 70% of the priorities have been completed halfway through the plan cycle: replacing a fire engine for Fire Station 6, replacing an aerial truck with an aerial tower, refurbishing an aerial ladder, and replacing a Type 6 Wildland Engine; realigning the strategy of adding funding for the part-time firefighter program to instead eliminate the part-time program and invest the savings in increased full-time firefighter wages; expanding Fire Station 6 to two fully staffed crews and hiring six full-time firefighters to staff the second crew; adding a Public Safety Director position, a Lieutenant for Community Safety, an administrative support position, a part-time Plans Review Specialist, and a Training Lieutenant; constructing a new Fire Station 2 in a location to better serve the community and adding a Heavy Rescue Squad with six new full-time firefighter positions to fully staff the Squad.

LFRA activity in 2015 is summarized in the next section of the report using a variety of graphs and charts. The following list summarizes the key highlights for the year.

LFRA employee conversion process completed

-  Ordinance amending City Code to reflect fire and rescue services be provided by LFRA.
-  Third Amendment to the IGA establishing the Fire Authority between the City of Loveland and the Loveland Rural Fire Protection District clarifying the responsibilities associated with the assumption of fire employees, the change in services provided by the City, and contribution payments.
-  LFRA Board Resolution R-054 accepting the responsibility for employees.
-  Health Trust Agreement providing a means to provide the same benefits to both City employees and Loveland Fire Rescue Authority employees.

- 🔥 Intergovernmental Agreement Regarding the Old Hire Pension clarifying that the City would remain the plan sponsor.
- 🔥 Assignment of Loveland and Rural Consolidated Volunteer Pension Plan to the Loveland Fire Rescue Authority as a plan sponsor.

Apparatus

The new 100 foot Aerial Tower was delivered in 2015 as part of the Capital Replacement Plan, and renovation of the existing Aerial Ladder was completed. This will be used as a Reserve ladder.



Training Center Annexation - Design/Engineering

The newly acquired Fire Training property was annexed and a firm was chosen to begin the design and engineering master plan process.



Active Assailant Training Program

LFRA and Loveland Police have been engaged in training and implementing the Active Assailant protocol. They have been recognized throughout the country for this unique and collaborative effort.

Staffing

LFRA hired a new Administrative Analyst and Training Lieutenant. Additionally Community Safety was restructured to better meet demands of the community and the increased building activity by revising the public safety assignment and hiring a part-time Plan Review Inspector.

Lincoln Hotel

Fire sprinkler installation was completed in the Lincoln Hotel. This tremendous collaborative effort will improve life-safety concerns for the occupants, ensure enhanced safety of firefighters and provide a greater level of fire protection for the community.

Development Review Team Training/Permitting center

Community Safety staff has been actively involved in the Development Review Team Training to create a review board and with the initial planning for remodeling the permitting Center in the Fire Administration building to create a 'one-stop shop.'

Radio Tower Analysis/Design/Replacement

The planning process began to replace the radio communication tower on top of the Fire Administration Building with a monopole that will be located on the south side of the building adjacent to the parking lot.

Integrating Inside First Leadership

Executive Command staff and the LFRA Captains all took part in a two day retreat to identify personal core values, calling, and purpose as part of the on-going effort to build an Excellent, Ethical, Enduring organization.

Other Interesting Facts

- 👤 92% of the citizens surveyed in 2015 believe that LFRA provides quality service.
- 👤 Compared to ten years ago the call volume has increased 40% (increase of 47% in the City and 13% in the Rural District).
- 👤 7,051 calls were responded to in 2015 up 7% from 2014, (83% in the City and 17% in the Rural District).
- 👤 52% of the calls responded to in 2014 were emergency medical responses.
- 👤 Station 1 (downtown) and Station 6 (east of town) are the busiest stations. The Station 1 call volume increased 9.5% over 2014 and Station 6 call volume increased 7.5% over 2014.
- 👤 96 hours of Mutual/Auto Aid was received in 2015 compared to 130 in 2014 and 191 hours of Mutual/Auto Aid was provided by LFRA in 2015 compared to 183 hours in 2014.
- 👤 Community Safety Inspections increased 35% over 2014 and projects presented for Conceptual Review increased 60% in 2015, a part-time staff member was added to review plans to meet the demand.
- 👤 14 workers compensation claims were filed for a total of \$74,579, up due primarily to three large claims.
- 👤 There was only one \$1,422 property casualty claim.
- 👤 Public Education in 2015 increased by about 25% due in part to the A.S.K. (After School Kare) program, the Loveland Cherry Pie Festival, Halloween Festival and an overall renewed community interest in fire safety.

The Emergency Manager and the City of Loveland submitted and were awarded a FEMA Hazard Mitigation grant through the Colorado Division of Homeland Security in the amount of \$365,150 for an emergency generator for the Chilson Recreation & Senior Center; a “CDBG-DR” grant for \$167,500 for the purpose of developing a long-term mitigation strategy and a Mitigation Master Plan; and, an award of \$20,000 was given by the North East All-Hazards Region from the State Homeland Security Grant for EOC technology upgrades and for exercises and planning.

This document is intended to share with all readers the extraordinary achievements of LFRA in 2015, conducted with innovation, tenacity, and fiscal integrity exhibited by political leaders and LFRA staff.

2015 LFRA by the Numbers

4

2015 LFRA by the Numbers

Significant Measures

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

Measure	Historical Comparison				Calculation Method and 2015 City/Rural Detail								
	2012	2013	2014	2015									
Customer Satisfaction	90%	93%	94%	92%	Strongly Agree/Agree that Quality Fire Rescue Services are provided								
					City: 92%								
					Rural: Not Available								
90 th Percentile Response Times	7:25 URA 18:51 RRA	7:01 URA 8:11 RRA	7:32 URA 16:30 RRA	7:42 URA 16:17 RRA	Dispatch to 1st Arrival; Target 5:59; Changed reporting from Average to 90th Percentile, recalculated to show history; URA= Urban Response Area and RRA=Rural Response Area.								
						2012		2013		2014		2015	
						URA	RRA	URA	RRA	URA	RRA	URA	RRA
					Call to Tone Out	1:26	2:29	1:20	3:46	1:37	3:18	1:51	2:11
					Dispatch to Enroute	1:56	2:39	2:05	2:55	2:16	3:36	2:01	2:16
					Enroute to Arrival	5:56	16:56	5:26	6:52	6:26	16:05	7:05	16:53
Fires Confined to the Room of Origin	70%	60%	79%	77%	Entire Service Area								
Fire Loss Per Capita	\$5.67	\$23.38	\$13.61	\$21.66	Property Loss Divided by Population								
					City: \$17.04 (\$1,240,438/\$72,794)								
					Rural: \$36.79 (\$827,772/\$22,500)								
Property Value Saved for each \$1 Loss	\$5.29	\$2.66	\$4.58	\$3.87	Value Saved Divided by Value Lost								
					City: \$4.61 (\$5,718,439/\$1,240,438)								
					Rural: \$2.76 (\$2,282,277/\$827,772)								
Fire Protection Permits Processing Efficiency	N/A	4.2	5.7	6.82	Average days in review cycle - New measure in 2014								
Planning Project Review Efficiency	N/A	90%	82%	89%	Plan reviews completed by the target deadline – calculation is based on entire year average, whereas the Monthly report is based on current month percentage only. Changed methodology from previous years								
Business Safety Inspections	N/A	25	458	193	Implemented Mid-year 2013								
					City: 164								
					Rural: 29								
Costs per Capita	\$106.12	\$103.19	\$116.69	\$126.04	2015 Actual Expenditures Times the Governing Partner Share Divided by the Population in that Portion of the Service Area								
					City: \$135.30 (\$12,010,717*82%)/72,794								
					Rural: \$107.51 (\$12,010,717*18%)+\$251.666)/22,500								



Strategic Plan Comparison Updates

The comparisons used in the Strategic Plan have been updated. Since 2013 is the first budget year where LFRA has three person companies on an apparatus, the 2013 budget was more comparable to the other organizations. LFRA's cost per capita is relatively low, at \$129.60 with the lowest number of firefighters per 1,000 population of the organizations in the survey pool. If a weighted average is calculated by dropping the highest and lowest numbers and calculating the average of the remaining departments, LFRA is 10.25% below the weighted average for cost per capita compared to 2014 which was 15% below. LFRA is 25.7% below the weighted average for the number of firefighters per 1,000 population. Progress is being made. At the time the Strategic Plan was issued, LFRA was 29% below the weighted average for cost per capita and 29% below the weighted average for firefighters per 1,000 population.

Strategic Plan Comparative Information Update

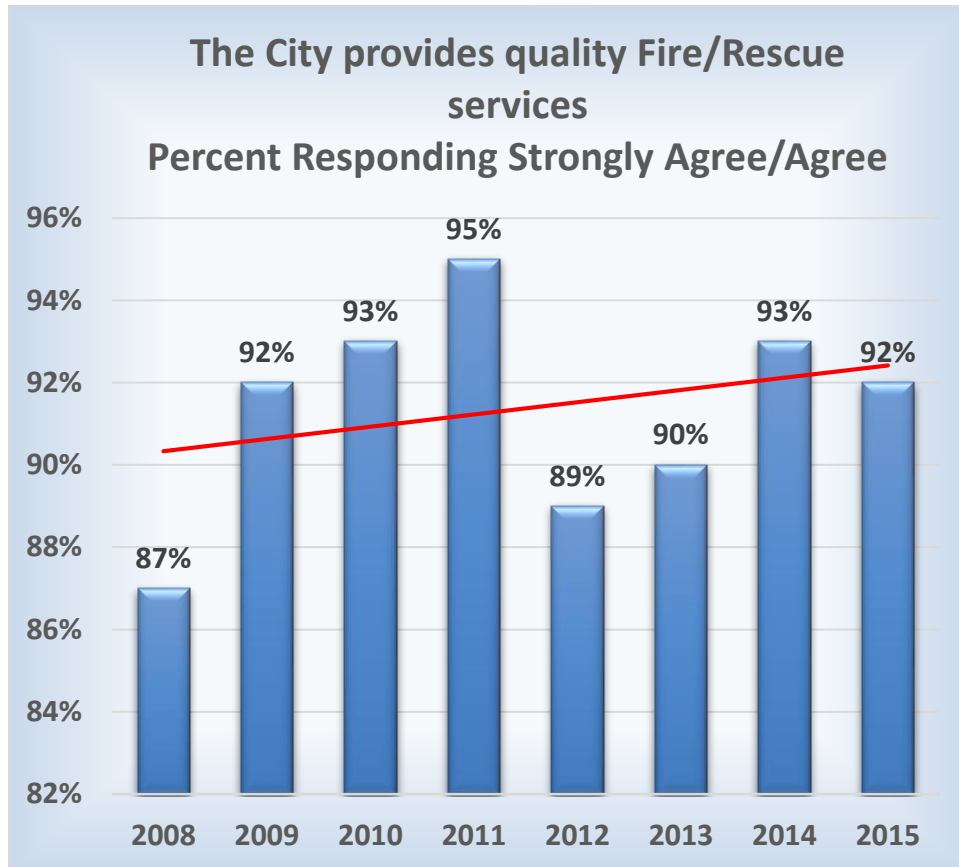
City or Department	2016 Operating Budget	Number of Uniformed Personnel	Population Served	Cost Per Capita	Size of Area by Square Miles	Number of Fire Stations	Number of Firefighters per 1000 Population
Mountain View	\$ 13,105,885	73	50,000	\$262.12	164	8	1.46
Boulder	\$ 18,425,503	106	104,810	\$175.80	25.8	8	1.01
Cheyenne	\$ 9,820,780	91	65,932	\$148.95	27.2	5	1.38
Poudre Fire Authority	\$ 26,283,507	172	192,405	\$136.61	235	10	0.89
LFRA	\$ 12,598,736	79	97,215	\$129.60	190	5	0.81
Longmont	\$ 11,597,799	84	93,937	\$123.46	21.81	6	0.89
Greeley	\$ 13,344,183	102	110,000	\$121.31	64	6	0.93
Mean/Average	\$ 15,025,199	101	102,043	\$156.84	103.972857	7	1.05
Weighted Average*	\$ 13,814,421	92.4	94,379	\$142.88			1.02

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

Other Activity Related Statistics

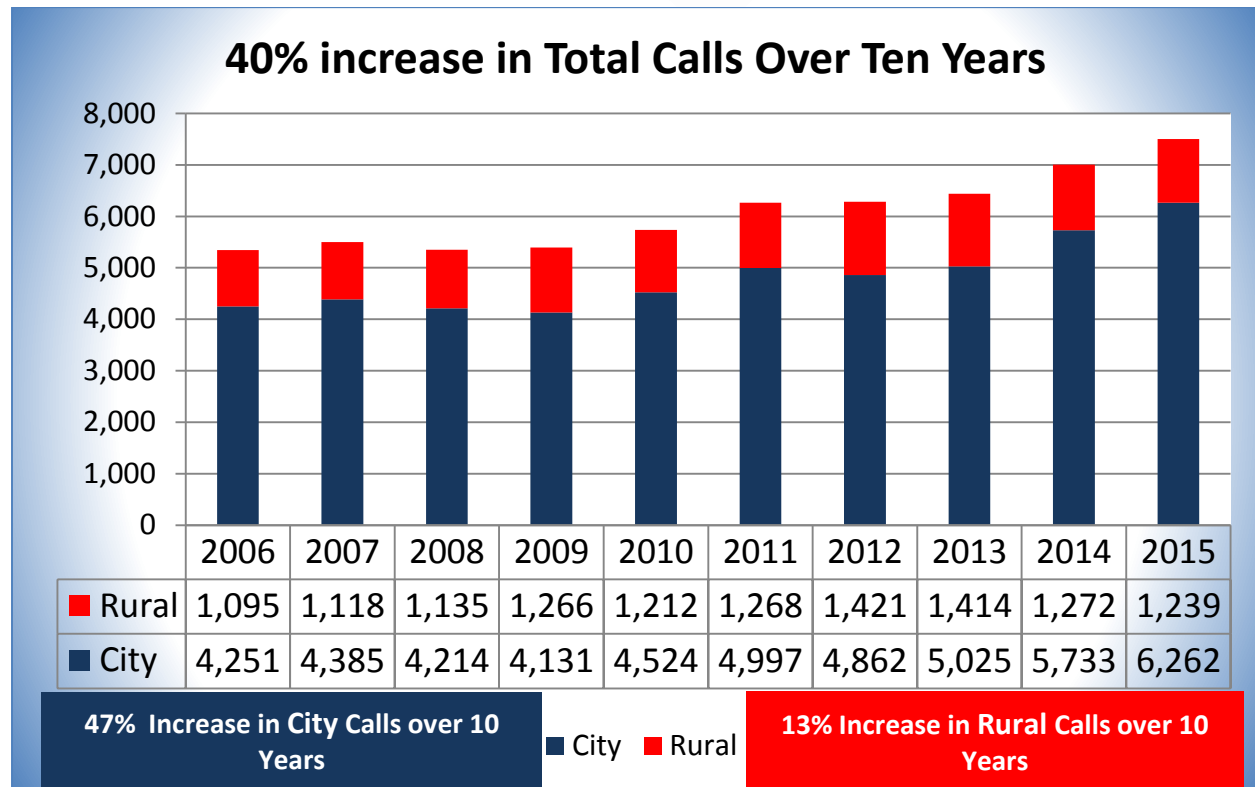
2015 City of Loveland Quality of Life Survey

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



Call Volume

When 2006 is compared to 2015, total calls have increased 40%. When the City and the Rural District are calculated separately, the City calls increased 47% and the Rural District calls decreased 13%. The average percentage of Rural District calls to the total calls in this ten year timeframe is 20.6%.

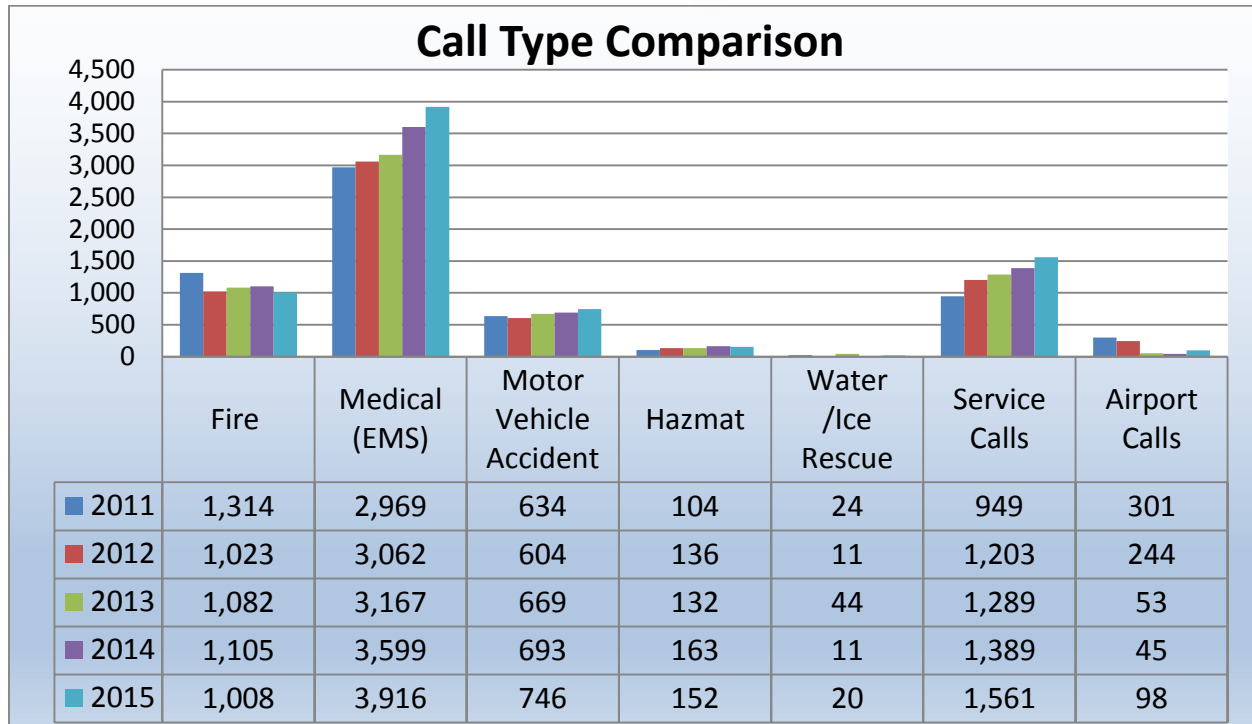


	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
Total Calls	5,346	5,503	5,349	5,397	5,736	6,265	6,283	6,439	7,005	7,501
City	79.5%	79.7%	78.8%	76.5%	78.9%	79.8%	77.4%	78.0%	82.0%	83.5%
Rural	20.5%	20.3%	21.2%	23.5%	21.1%	20.2%	22.6%	22.0%	18.0%	16.5%



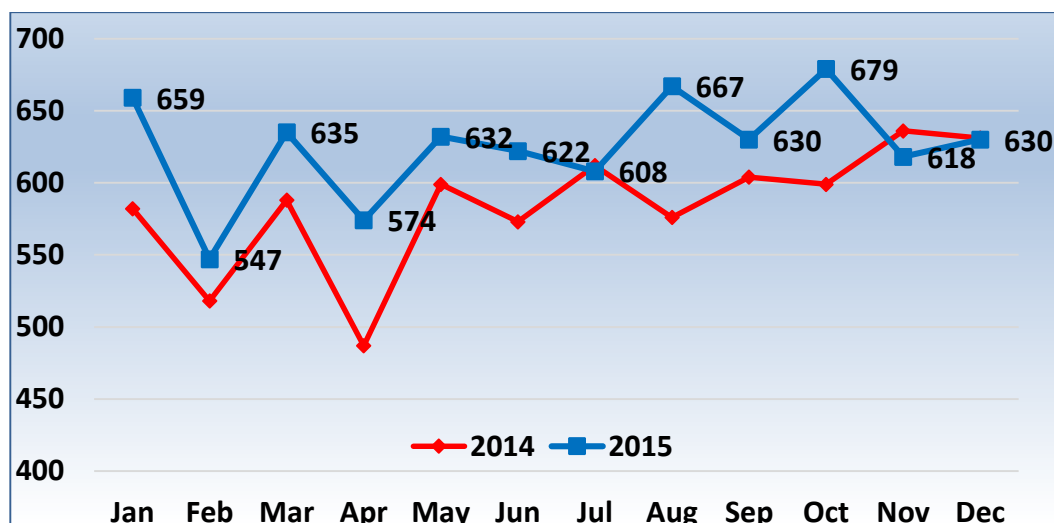
Call Type

52% of the calls were emergency medical services, which is a consistent trend over the five years shown. Fire calls in the graph below include structural, vehicle, grass/wildland, and fire alarm investigations. Service calls include carbon monoxide, public assistance, and calls cancelled enroute. Airport calls include both standby and emergency calls. The airport has a commercial carrier again, resulting in an increase in standbys for 2015.



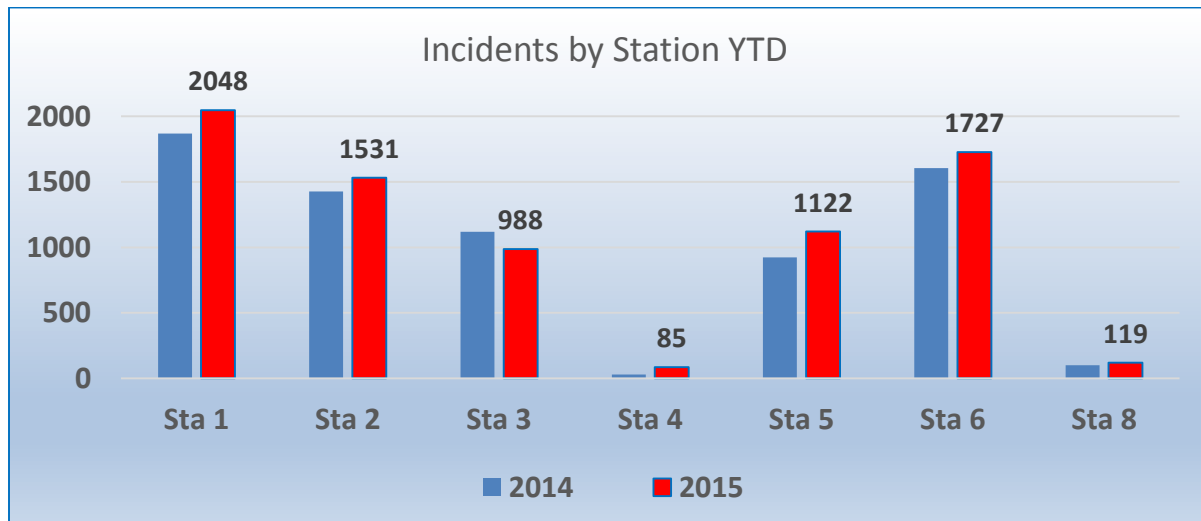
Seasonal Trend

In 2015, the number of calls monthly for the year exceeded the previous year in almost every month, with the spring and summer months showing a very similar trend. The total calls for the year increased by 7%.



Distribution Trend

The call distribution by station indicates that Station 1 is the busiest station; however Station 4 is unmanned and the Station 6 crews respond to Station 4 calls. The Station 4 calls have increased because the airport again has a commercial carrier. Station 2 and Station 6 are two company stations. Station 2 was relocated and expanded to a two company station in October 2014. Station 8 is a Big Thompson Canyon Station that is recently being reported to assist with the integration of the volunteer department response in our response profile.



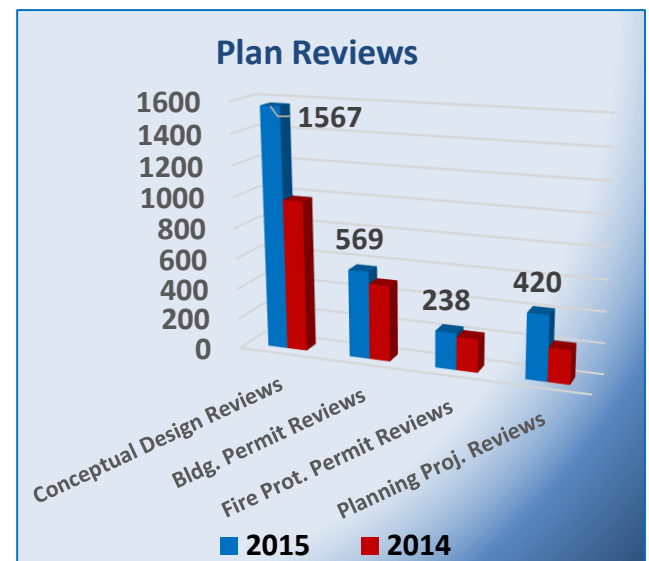
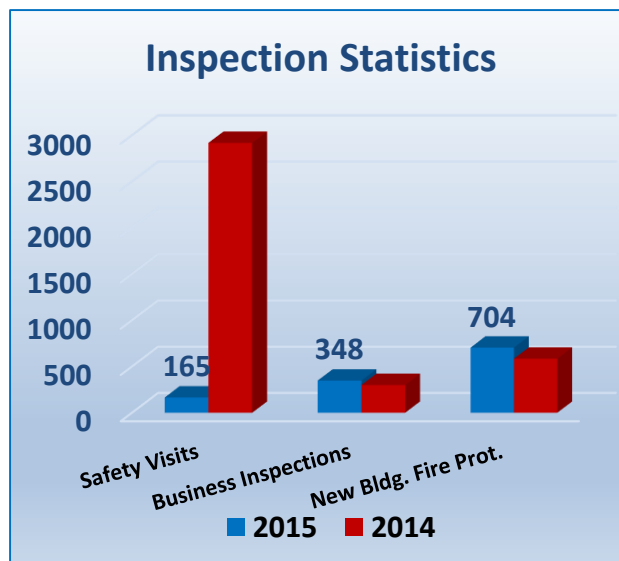
Mutual \ Auto Aid

LFRA has several mutual and auto aid agreements to ensure that citizens receive an effective response. Parties to mutual aid agreements respond upon request if resources are available within their system. Parties in auto aid agreements are automatically dispatched based on location. The “Received” by LFRA from the listed organizations and “Given” by LFRA to the listed organization columns below represent the number of calls followed by columns that indicate the number of hours received and given. Mutual/Auto Aid with Big Thompson Canyon is no longer tracked because of their integration to LFRA, but Front Range Fire Authority and Estes Park are being tracked as of 2015.

MUTUAL/AUTO AID STATISTICS YTD				
	Received	Hours	Given	Hours
Fort Collins	22	21.5	80	33
Previous Year	57	33	119	47
Berthoud	12	19.5	19	36.5
Previous Year	11	9.75	21	10
Windsor	53	24	42	18.5
Previous Year	62	30.5	43	22.75
Front Range Fire Authority	9	5.5	45	28
Not reported 2014				
Estes Park	0	0	5	7.5
Not reported 2014				
2015 Totals	96	70.5	191	123.5
2014 Totals	130	73.25	183	79.75

Reviews / Inspections

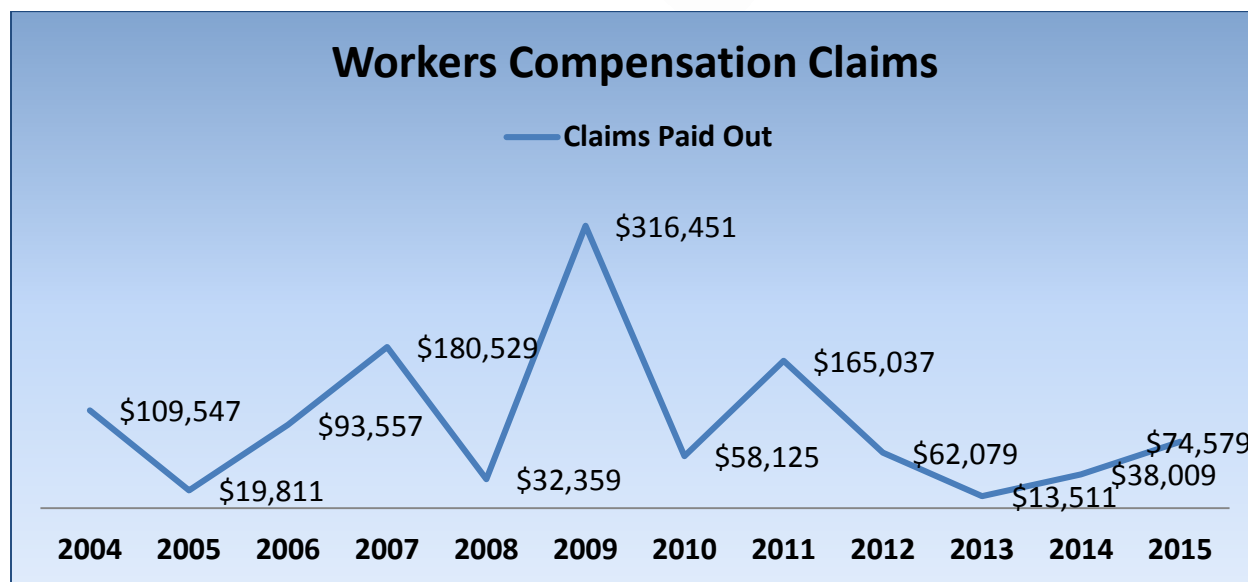
Managing the fire codes and plan reviews for development activity in the community and a wide variety of other prevention activities are critical to the LFRA mission to protect and preserve life and property. Inspections increased 35% over 2014 and projects presented for Conceptual Review increased 60%. This demand has been challenging to meet. LFRA added a part-time plans review position in 2015, and there was still just over \$14,000 in overtime required in 2015 to meet the demand. Conceptual review is the first step in the development review process and is an indicator that planning and zoning reviews (P & Z in the Plans Review Chart below) will likely increase significantly in 2016.



Community Safety Division Other Activities				
Description	2012	2013	2014	2015
Building/Systems Permits	143	138	178	N/A
Hazmat Permits	99	104	128	141
Tents/Special Events	80	73	48	80
Burn Permits Issued	107	132	133	160
Investigations	37	48	27	165
Service Call/Complaints	108	78	48	92
Car Seats Installed	140	131	170	174
JFS Program	27	11	14	14
Public Education Events	61	44	59	86
Total Pub. Ed. Contacts	8,385	2,706	4,399	5,278

Workers Compensation Claims

In 2015, 14 worker's compensation claims were reported. All injuries are required to be reported. All of the claims resulted in claims losses for an average claims cost in 2015 of \$5,327. The claims history is shown in the graph below. In 2009, there was a cancer related death.



Liability Claims

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

Liability Claims

Year	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
Claims Paid Out	\$0	\$14,000	\$87,358	\$0	\$0	\$11,413	\$7,714	\$1,422	\$16,976	\$1,422
Amount Recovered			\$80,000				\$7,714		\$16,976	\$0
Number of Claims		1	1			1	1	1	1	1

All claims are closed



Strategic Plan Initiatives Update

4

High Priorities Phase 1

New Fire Engine: A new fire engine will be built and delivered in 2012 as part of the City of Loveland's Capital Expansion Plan. This engine is part of the long-term replacement plan and is scheduled to be assigned to Fire Station 6.

- Complete 2012

Additional Funding for Part-Time Paid Firefighter Program: Additional funding for this program is expected to add six more part-time paid firefighters in 2013 to the 12 current positions. These positions will serve to address many important staffing areas including minimum shift staffing.

- Incomplete - Strategic change in direction as it was determined that it would not be advantageous to add additional part-time firefighters. After analysis, staff determined that a more effective approach is to hire full-time firefighters and begin to eliminate the part-time firefighter program due to extremely high turnover.

Expansion for Fire Station 6: Expanding Fire Station 6 to accommodate two fully staffed crews (an Engine and Truck company) addresses the need to enhance fire/rescue services in the eastern portion of the LFRA's response area. Construction to expand Station 6 will begin in mid-2012. The expansion will be approximately 3000 square feet of new space with some remodeling of existing space.



- Complete 2012

Add Six Full-Time Firefighters for Engine 6 / Truck 6: Six full-time firefighters are to be hired in 2013. These six firefighters will increase the minimum staffing levels on Engine 6 and Truck 6 to three firefighters per apparatus on both of these fire companies for all three shifts. Engine 6 and Truck 6 have been the final two pieces of apparatus that have allowed a minimum staffing level of two.

- Complete 2012

Add Public Safety Administrative Director Position: In 2012 Loveland Fire Rescue Authority came into existence. Clear administrative and financial needs were identified in the creation of the authority. This position came on line at the end of 2011 with the Fire Authority assuming responsibility for funding beginning in 2013.

- Complete 2012



Add Lieutenant for Community Safety Division (CSD): In 2009 the Fire Prevention Bureau (now CSD) lost half of its staff due to a city-wide effort to reduce staff and spending. Several fire prevention-related services were reduced during these times of budget reduction and reorganization. This Lieutenant's position is intended to restore some of the personnel to the CSD for prevention related functions and provide the necessary staffing for improving inspection services.

- Complete 2013

High Priorities Phase 2



Construction of New Fire Station 2: The construction of a new Fire Station 2 will address the service level needs for an additional fire engine company to cover the northwest area and provide an adequate facility to expand to a heavy rescue company for the northern and western parts of LFRA's response area. Both of these needs were identified as deficiencies in the Insurance Services Office (ISO) 2008 Department evaluation. The option of moving the current Station 2 by building a new facility with two fire

companies was the chosen option over expanding the current station to accommodate multiple fire companies and building a single fire station in the northwest. This option (relocating Station 2) is expected to result in a savings of 1.5 million dollars in capital expenses and 1 million dollars a year in operations and maintenance expenses.

- Complete 2014

New Heavy Rescue Squad: The heavy rescue squad performs a number of fire-rescue services; most of these have to do with support operations for engine companies (forcible entry, search and rescue, laddering, ventilation, controlling utilities, and salvage and overhaul). In addition, these companies typically perform many of the more technical and specialized rescue functions (high angle, water rescue, trench rescue, and others). In the 2008 ISO evaluation, ISO recommended the addition of a service company (heavy rescue company) for the north and west portions of the fire response area. Currently, LFRA has one engine company operating out of Station 2 performing the functions of both an engine company and a rescue company.



- Complete 2014

Add Six Full-Time Positions for New Heavy Rescue Squad 2: (3 Lieutenants and 3 Engineers) This priority addresses the personnel for staffing the new heavy rescue squad. This expenditure includes a Lieutenant and Engineer for each of the three shifts, which would account for two of the three positions needed for each shift to fully staff this additional fire company. The third firefighter for the heavy rescue squad will come from the existing shift Fire Inspection Technician (FIT) position that is currently assigned to the engine company operating out of Fire Station 2.

- Complete 2014

Aerial Tower Replacement: The current aerial truck operated by LFRA is a 2000 Smeal 100 foot ladder.



The target for replacement as set in the City of Loveland's Capital Plan is for 2014.

History has shown that after ten years of line service, apparatus repair and maintenance costs rise significantly. A 14-year replacement plan for aerial apparatus, plus an additional 4-5 years in reserve status (20 years total service time) has been the targeted model within the Department. Replacement of the current aerial ladder with an aerial tower apparatus will provide LFRA with more tactical capability and offer

greater life safety abilities to firefighters and civilians alike.

- Complete 2015

Medium Priorities Phase 2

Refurbish 2000' Smeal Aerial Ladder for Reserve Truck: Apparatus refurbishment can make sense in certain circumstances as a financially and operationally sound strategy. The 2000 Smeal aerial ladder seems to fit this strategy. Although the cab and chassis of the Smeal ladder truck are worn and in need of mechanical repair or replacement, the aerial ladder, outriggers, and compartments are all in good shape. The strategy of providing a new cab and chassis and reusing the other operational components makes sense for this piece of apparatus. After refurbishment, the 2000 Smeal will then become a reserve apparatus and be used as the reserve aerial truck for system recalls and for greater alarm incidents. Currently a 1995 General Telesquirt apparatus is functioning in this capacity and will have reached the end of its life span for service in 2015. This refurbishment option is a very cost-effective way to gain many more years of service from some of the more expensive pieces of fire apparatus (like aerals) and has been used successfully by many fire departments.



- Complete 2015

Medium Priorities Phase 3

Construction of New West Fire Station 10: Another identified area of deficiency in services is the far west side of LFRA's response area. This new fire station will significantly improve response times in the Urban Response Area (URA) and in the west area of the entire fire district. The station is proposed as a single fire company house for one engine company. Capital costs will likely be funded jointly by City CEFs and Rural District capital dollars. Construction is expected in 2016-2017.

- Incomplete - Budget limitations; tentative plan for construction moved to 2018/2019

Fire Engine Replacement: A new fire engine is needed for replacement or to add to the fleet for coverage of the new station's response area. This engine will feature a standard design engine.

- In-process - Ordered and under construction (completion expected December 2016)

Add Nine Full-Time Positions for New Station 10: (3 Lieutenants, 3 Engineers, 3 Firefighters): These are the full-time positions needed to staff the new engine company for Station 10 at the minimum staffing level of three per fire company on all three shifts.

- Incomplete - Budget limitations related to construction of the new Fire Station

Add One Administrative Support (secretarial) Position: This administrative position is intended for the Suppression Division. The Suppression Division has operated without an administrative support (secretarial) position since 2011. It is anticipated that as a result of organizational growth, this position will be needed.

- Complete 2015

Refurbish Water Tender 1: Water tenders are used nearly exclusively in the Rural Fire District where fire hydrants are sparse or non-existent. This piece of apparatus is another example of when refurbishment with a new cab, chassis, and reused operational components makes sense. Capital expenses for this refurbishment will be paid for by the Rural District.

- Incomplete - Funding shortage (replacement plan to be discussed at March 2016 LFRA Board meeting)

Future Priorities Phase 4

Add 3 Full-Time Firefighters for Coverage/Rover Positions: Coverage and rover positions are utilized within the three-tiered staffing model when vacancies occur due to firefighters' vacations, sick leave, administrative leave, or any other type of absenteeism. In 2012 LFRA utilized three rovers per shift. With additional staffing and a predictable increase in paid time off based on an older workforce, four rovers per shift will be needed by 2019. This priority accounts for the hiring of three firefighter-level positions to act as rovers, one per shift.

- **Incomplete** - Staff is reviewing this initiative as part of an on-going staffing analysis. In the 1st quarter of 2016 staff received permission from the LFRA Board to do one “over-hire” (rover) to help fill a long term military-leave vacancy. Analysis may reveal the need to accelerate this initiative.

Refurbish Water Tender Five: Water tenders are used nearly exclusively in the Rural Fire District where fire hydrants are sparse or non-existent. Water Tender Five is another piece of apparatus for which refurbishment with a new cab, chassis, and reused operational components makes sense. Capital expenses for this refurbishment will be paid for by the Rural District. Costs for this water tender will be somewhat higher because it is a four-wheel drive tender.



- **Incomplete** - Funding shortage (replacement plan to be discussed at March 2016 LFRA Board meeting).



Replace Front Line Engine (2020): A new fire engine is needed for replacement or to add to the fleet for coverage of the response area. This engine is expected to be another standard design engine and is planned for at the end of this strategic plan's operational period in 2020. Funding is anticipated to come from the joint capital replacement fund provided by the agreed-upon revenue allocation formula in the Fire Authority's Intergovernmental Agreement (IGA).

- **Incomplete** – Although schedule has been accelerated to 2017.

Additional Priorities / Needs

Type 6 Wildland Engine: A Type 6 engine can also be described as a brush truck or brush patrol unit. LFRA operates four-wheel drive flat-bed Type 6 apparatus with small pump units (50 g.p.m. minimum) and a water tank (150 gallons minimum), a hose reel, extra wildland hose, and equipment storage. These units are suitable for off-road use and very effective for grass fires and use in the Wildland Urban Interface (WUI) area. Currently LFRA operates with two of these units and has an immediate need for on additional unit in the event one of the other Type 6 units is on deployment or out of service for mechanical reasons. These units have never been placed on the City's large capital apparatus replacement plan; the Rural District has purchased both Type 6 units currently in service.



- **Complete 2013**

Reserve Coordinator / Recruitment Retention Officer: With the use of the three-tiered staffing workforce program and a dependency on reserves and part-time paid firefighters for staffing, this position is critical for the success and continuance of the program. The Recruitment/Retention Officer position will ensure that high quality reserves will enter LFRA and the best of these will transition into part-time and full-time positions. This position will also ensure that logistical needs of the reserves and part-time paid firefighters are met, increasing the chance that these firefighters will stay with LFRA for longer periods of time.

- No longer a need. Due to phasing out the reserve program, there is no need for this position.



ARFF Program Manager and Stand-By Coverage: LFRA is responsible for maintaining a trained cadre of firefighters for Aircraft Rescue and Firefighting services (ARFF) and stand-by coverage for certain flights in and out of the Fort Collins-Loveland Airport. Currently the program and stand-by coverage are managed by on-shift firefighters. The result is that one LFRA

engine is taken out of service 25-30 times per month for two to four hours at a time. This workload and removal of an engine company commits needed fire-rescue resources and eliminates their service to the remainder of the system during stand-by coverage. One way to address this need is the addition of a certified Driver-Operator/Acting Lieutenant to manage the ARFF program and perform stand-by coverage during the week (Monday-Friday).

- Complete 2016 - An Engineer position was added sooner than expected due to the addition of Elite Airways being a new carrier at the airport. Fort Collins has agreed to fund a portion of the position.

Additional Training Firefighter: Currently the training division is managed by one Battalion Chief and three on-shift training Captains. An additional firefighter is needed to assist with training exercises, building and tearing down props, and general labor at the training center. Presently these functions are done by on-shift firefighters and when possible, a reserve is assigned to the training division to assist.

- Complete – A new training position was added in late 2015. It was determined that a Lieutenant position was needed in lieu of a firefighter. The Community Safety Lieutenant went back to an available Operations Lieutenant position and an Engineer was assigned to the Community Safety position. The difference in the funding for the Lieutenant position and the Engineering position was transferred to the Training Division make the Training Firefighter a Lieutenant rank.

Additional Plans Review Inspector for Community Safety Division: In 2009 the Fire Prevention Bureau (now CSD) for LFR had five full-time inspectors including two Plans Review Specialists. In 2012 the numbers have been reduced to three full-time Inspectors and one part-time Plans Review Specialist. An additional Inspector and Plans Review Specialist will be needed.

- **Complete** - A part-time inspector was added in 2015. Due to a significant increase in development / construction, staff proposed that the position be moved to full-time as soon as possible. The LFRA Board approved the full-time position in February 2016. It will be funded through carryover funds from 2015, and it is expected that additional revenue from fees, etc. will fund most of the added cost.

Other Organizational Needs

Training Facility Enhancements and Expansion: The current training facility is adequate for the size of the organization and use of the facility. Wear and tear on some of the more utilized props (the burn building being the most notable) will need to be factored in for major repair and replacement. Other large capital needs should include an expansion of or new apparatus and equipment storage areas and the development of a new garden apartment training prop. The garden apartment prop will allow firefighters to train in more realistic circumstances (reality- based training) and practice firefighting operations in one of the most common buildings found in the Loveland community.



- **Incomplete** - In late 2014, an additional 4 acres of land was purchased adjacent to the existing training area (off Roosevelt Ave). As of March 2016, LFRA is in the process of annexing the land into the City. Additionally, On March 3rd, the Master planning/ Burn prop design project held its kickoff. Belford Watkins Architect Group is the design firm and it is anticipated that a conceptual plan will be in place by June 2016. The training area enhancement has been folded into the Capital replacement plan, but is only partially funded as of 2016 and has not been appropriated or approved by City Council as of March 2016.

Technology Improvements and Fiber Optic: Only a portion of the LFRA network of stations and facilities are served by high-speed Internet and fiber optic services. The infrastructure needs for these types of improvements are cost prohibitive for a fire department-only solution. Cost sharing and problem solving for enhanced technology is an over-arching City need, and technology operation and maintenance should be developed over the course of this plan. In addition a long-range capital plan should be developed for LFRA's technology needs.

- **Partially complete** - Fiber Optic has been added to Fire Station 5 as of 2015. This will remain an on-going need, but no funding source has been identified. As development takes place, opportunities to add fiber to existing stations and the training area will be explored.



Type 3 Wildland Urban Interface (WUI) Engine: A Type 3 Wildland engine is larger in size and capacity than a Type 6, yet it has similar off-road capacities and is expected to be able to traverse nearly the same type of terrain. A Type 3 is usually equipped to pump two or three 1½-inch handlines in order to perform structure protection as well as wildfire attack. Minimum capacities for water flow are 150 gpm, and water tank size is 500 gallons minimum. The need for a Type 3 in the LFRA system has been demonstrated by past experience from fires in the WUI area (Reservoir Road Fire for example) and for predictions and planning assumptions for additional structures in Loveland's WUI. It is expected that grant funding will be the primary means for financing the costs of this apparatus.

- Incomplete - No plan in place to fund this apparatus. A grant was applied for in 2014, but was not successful. This replacement will stay in the Strategic Plan as a priority need and will likely be funded as part of the Rural Apparatus Replacement plan in a future year.

Purchasing Land for Future South East Fire Station: As indicated earlier in the plan (see Section III Basic Planning Assumptions), there will likely be a need for an additional fire station in the southeast area of LFRA's district. This expansion is currently listed as part of the "Phase 2 Planning" (2021-2030). However, a more rapid expansion of the Hwy 402 corridor, a large increase in commercial development in that area, or an overall increase in the Loveland Community population beyond the expectation of normal expansion could expedite the need for this station. Purchasing the land for this station in the operational period of this strategic plan (2012-2020) makes sense from several perspectives: land availability and costs are two of the primary reasons. Land acquisition for this station, based on response profile and need, appears to be in the area of Hwy 402 and South Boise Avenue and should be 2-3 acres in size.

- Incomplete - An informal station location analysis will be conducted in 2016/2017 to determine the best location for the next fire station. It is highly likely that the next LFRA station (after the west side station) will be located in east Loveland, but specific location has not been determined. Several options are being considered. Actual construction of the station will likely be 2021 or beyond, depending on development in that area.

Achievements Beyond the Numbers

Response

- LFRA's Special Operations Team responded to 81 technical rescues; Tactical Fire crews responded to 21 call-outs.

	2013	2014	2015
Animal Rescue	8	6	9
Building Collapse	2	4	3
Confined Space Rescue	12	6	1
HazMat I	73	47	59
HazMat II	7	1	1
Rope Rescue	1	3	2
Trench Rescue	5	7	2
TOTALS	108	74	81




Readiness

- 🏆 Executive Command staff and Captains had the opportunity to participate in a two day retreat to identify personal core values, calling and purpose as part of an ongoing effort to build and maintain an Excellent, Ethical and Enduring organization.
- 🏆 Improved staffing management and deployment performance with an upgrade to the Telestaff personnel program.
- 🏆 The planning process began to replace the radio communication tower on top of the Fire Administration Building with a monopole that will be located on the south side of the building adjacent to the parking lot. This project was deemed a high priority because it is a critical portion of the communications infrastructure at risk of collapsing in high wind conditions.
- 🏆 Firefighter safety was improved by:
 - Issuing TECGEN Xtreme Fire Resistant gear. This multi-use gear reduces turnout time when responding to certain 1st alarm incidents.
 - Adding rifle strike plates to the ballistic vests worn by the Tactical Fire team.
 - Equipment maintenance plans were updated to enhance firefighter safety; including face mask testing, Automated External Defibrillators (AED) maintenance and replacement, wildland hose testing and GPS calibration.
 - A Peer team was established in April 2014 to meet the emotional health needs specific to LFRA. This team works with Loveland Police and a clinical psychologist to provide counseling to LFRA personnel and their immediate family members. In 2015 the team assisted 66 Fire and 95 Police personnel. The chart below shows the ongoing activity of the peer support team.

Summary of Peer Support Activity 2015								
Dr. Teresa Richards, Psy.D.								
Month	Direct Counseling Hours		Indirect Hrs Worked		No. of Personnel Receiving Services		Peer Support Team Contacts	
	Fire	Police	Fire	Police	Fire	Police	Fire	Police
January	9	8	24	30	7	7	13	NA
February	11	15	20	36	8	14	5	NA
March	12	9	36	36	5	11	5	NA
April	15	21	13	23	12	13	11	NA
May								
June								
July								
August	7	11	9	17	6	13	14	NA
September	14	15	11	20	11	14	11	NA
October	10	11	11	16	6	9	17	NA
November	5	9	11	16	5	7	12	NA
December	6	12	11	16	6	7	9	NA
Total	89	111	146	210	66	95	97	0

May - July Dr. Richards was out on maternity leave; and there was coverage but no reporting conducted.

-  LFRA is continually seeking ways to improve the ability to respond to an emergency:
 - Fiber infrastructure was installed at Fire Station #5, Fire Station #2 and the Fire Training Center.
 - 'Active 911' was installed on cell phones, which allows fire personnel to notify the on duty Battalion Chief of their availability to provide backup in the event of a 1st Alarm incident.
 - LFRA's dispatch information was updated from Local Dispatch to the Regional Rocky Mountain Area which includes Wyoming, North Dakota, South Dakota and Nebraska.
 - In accordance with the State of Colorado, moved to an all hazards response utilizing the ROSS system to manage resources.
 - Radios in the Emergency Operations Center have been upgraded to improve communication and response.
 - The Emergency Manager participated in Larimer County after action reviews for the High Park Fire and the 2013 Flood.
 - Requiring annual physical fitness recertification by Colorado State University. A full evaluation includes a 4 day nutrition study, a treadmill stress test evaluated by a cardiologist, several strength assessments, a flexibility assessment, a body fat analysis, a Body Mass Index measurement, a lung capacity assessment, and an environmental stress evaluation. Each full evaluation is followed up with a one on one meeting with a Colorado State University (CSU) professional that explains the evaluation in depth. The following table is the historical comparison of the seven fitness evaluation measures:



Summary for Loveland Fire Rescue Authority								
	Age	Estimated VO2 Max (ml/kg/min)	Flexibility (in)	Grip Strength (kg)	Leg Strength (kg)	Arm Strength (kg)	Push-Ups	Plank
2015	38.3	49.1	17.8	111	143.4	47.5	33	2:25
2014	38.8	51.1	17.4	109	142.3	48.7	31	2:32
2013	38.3	44.8	18.0	121	132.3	46.7	33	2:41
2012	39.4	49.1	17.7	108	144.2	44.6	31	2:41
2011	38.4	49	18.1	107	140.5	45	31	2:33
2010	38.6	46.4	17.8	108	126.15	42.33	28	2:11

- Over 30% of all those tested had weight parameters in categories of risk. Additionally, Over 57% of all firefighters had systolic blood pressures exceeding the guideline of less than 120 mm Hg. Over 45% of all firefighters had diastolic blood pressures exceeding the guideline of less than 80 mm Hg. A fitness policy was created to encourage personnel to stay fit, including identifying fitness standards, adding peer fitness trainers, and assigning these trainers to personnel who do not meet safety standards. Priority will be focused on body composition and blood pressure.

- Community Safety staff worked with the Lincoln hotel to install a sprinkler system, completing a nearly two year project.
- Some of the training the firefighters received include: Red Card Training; Sawyer training for wildland crews; Rescue Task Force (RTF); Tactical Emergency Casualty Care; SWAT school; Department of Homeland Security Active Shooter Summit.
- Thompson Valley Emergency Medical Service (TVEMS) provided significant trauma care training as part of the active assailant response.



- Developed wildland training opportunities with Big Thompson Canyon Volunteer Fire.
- Developed and provided Aircraft Rescue and Firefighting (ARFF) training for shift personnel and auto aid departments.

LFRA Mission Statement

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



Relationships

- Engine Company safety visits totaled 193 compared to 458 in 2014. The Engine company program was stopped for the first part of 2015, and resumed in July. LFRA Inspectors completed 348 inspections as compared to 300 in 2014, and also assisted the Liquor License Authority by performing fire safety inspections on facilities that maintain liquor licenses. Inspectors also maintain 270 HazMat permits which require annual inspection by an inspector including gas stations, flammable liquid storage tanks, cryogenics and explosives.
- Researched and implemented mobile reporting for fire site safety inspections and preplans.
- Worked in partnership with Loveland Police SWAT, Thompson Valley Emergency Medical Service (TVEMS) and neighboring Fire departments to complete training in Active Assailant response; Aircraft Rescue and Firefighting emergencies; basic fire behavior and reading smoke class; Mobile Command Vehicle training for Loveland Police Officers.



- Community Safety staff worked with the Development Review team to implement a review board and create a “one-stop shop” in the Fire Administration Building which will streamline the development process.

- Became members of Rocky Mountain Tactical Officers Association (RMTOA) which will help LFRA Tactical Fire team work seamlessly with Loveland Police SWAT team.

- Presented Tactical Fire concept at Advance Law Enforcement Rapid Response Training conference, as well as to Houston Fire and Police Departments SWAT.

- Assisted Charlotte, NC and Muskogee, OK Fire Departments in initiating their Tactical Fire team.
- Community Safety staff issued 242 new sprinkler and fire alarm permits, a 9% increase from 2014.
- Assisted with the proper installation of 174 car seats, slightly more than the 170 that were installed in 2014.



Resources

- 🔥 Reassessed the equipment replacement plan to consolidate some inventory, upgrade others and realign maintenance plans to extend equipment life cycles, including the integration of the Big Thompson Canyon Volunteer Department equipment maintenance and replacement programs.
- 🔥 LFRA hired a new Administrative Analyst and Training Lieutenant. Additionally Community Safety Division was restructured to better meet demands of the community and increased building activity by revising the public safety assignment and hiring a part-time fire inspector.
- 🔥 After extensive annexation work related to the additional Fire Training property, a firm was chosen to begin the design and engineering master plan process.
- 🔥 LFRA employee conversion process was completed, including:
 - Ordinance amending City Code to reflect fire and rescue services be provided by LFRA.
 - Third Amendment to the IGA establishing the Fire Authority between the City of Loveland and the Loveland Rural Fire Protection District clarifying the responsibilities associated with the assumption of fire employees, the change in services provided by the City, and contribution payments.
 - LFRA Board Resolution R-054 accepting the responsibility for employees.
 - Health Trust Agreement providing a means to provide the same benefits to both City employees and Loveland Fire Rescue Authority employees.
 - Intergovernmental Agreement Regarding the Old Hire Pension clarifying that the City would remain the plan sponsor.
 - Assignment of Loveland and Rural Consolidated Volunteer Pension Plan to the Loveland Fire Rescue Authority as a plan sponsor.



- 🔥 Took delivery of the new 100 foot Tower and completed renovation of the existing Ladder.
- 🔥 Grants are essential to the continued growth of our organization. The Emergency Management team was successful in obtaining three separate Hazard Mitigation Program grants:
 - The State of Colorado Division of Homeland Security awarded the City of Loveland a Hazard Mitigation grant in the amount of \$365,150 for an emergency generator at the Chilson Recreation and Senior Center.
 - An award of \$167,500 to work with CDBG-DR on a long-term mitigation strategy and a Mitigation Master Plan.
 - An award of \$20,000 was given by the Northeast All-Hazards Region from The State of Colorado Homeland Security Grant for EOC technology upgrades, exercises and planning.

2015 Budget

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Loveland Fire Rescue Authority

2015 Budget Summary

Year Ending 12/31/15

Description	Total Budget	2015 Actual	Variance (Budget Less Actual)	Variance as a % of Budget
Beginning Fund Balance	-	\$17,397.48	-17,397.48	-
Revenue	411,110.00	260,393.76	150,716.24	36.66%
Partner Contributions	12,239,893.00	11,750,323.94	489,569.06	4.00%
Expenditures	12,651,003.00	12,010,717.70	640,285.30	5.06%
Revenue Less Expenditures	\$0.00	\$17,397.48	-\$17,397.48	

The Budget was managed well and budget savings will be requested in 2016 to complete projects and address new challenges that have come to light since 2015 year end.

Beginning Fund Balance

Normally this fund is expected to carry a zero fund balance, since the premise of the intergovernmental agreement is that the City and the Rural District split the net cost 82%, 18% respectively. However, the timing of the Assistance to Firefighters grant reimbursement for expenditures in 2012 created the need for the City to advance cash and then the net transactions in the following year resulted in a positive fund balance. The same balance has been carried for three years.

Revenues

Revenue that LFRA generates based on operations, excluding contributions from the City of Loveland and the Loveland Rural Fire Protection District, under the budget by just under \$151 thousand. This was primarily the result of the \$165,000 Community Development Block Grant – Disaster Recovery (CDBG-DR) awarded and appropriated in 2015 for a Mitigation Study and Master Plan project that did not get underway until 2016. If the grant is excluded from the remaining budget then LFRA generated revenue exceeds the budget by \$14,283.76. This is primarily due to permit fees on building activity in the Rural District at the 2534 development east of Interstate 25 and south of Highway 34. The partner contributions are lower than the budget due to expenditure savings and LFRA generated revenue in excess of the budget.

Expenditures

A budget savings of just over \$640 thousand primarily due to projects that were incomplete at year end, including the grant funded mitigation study and master plan (\$165,000), Emergency Management Performance Grants projects (\$75,000), station alerting project (\$136,800), equipment ordered but not received (\$90,000) and apparatus repairs not yet complete (\$16,000).



2015 Budget

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The following tables highlight budget performance for revenue and expenditures in 2015. The Revenue Budget table is followed by a page of explanations for each revenue source. Expenditures are presented first by account category and then by program. Finally there is a summary of budget performance for other City funds dedicated to LFRA expenditures. Expenditures are presented first by account category and then by program. Finally there is a summary of budget performance for other City funds dedicated to LFRA expenditures.



Revenue Budget Report

For the Year Ending 12/31/15

2015 Budget



Division/Account	Total Budget	Year To Date Revenue	Budget Less Revenue Collected	Total % Budget Collected
000: Investment Activity (as a share of the City of Loveland's investment pool)				
Interest On Investments	\$500.00	\$1,067.30	-\$567.30	213.46
Gain/Loss On Investments	500.00	-1,637.72	2,137.72	-327.54
SubTotal 000: Investment Activity	\$1,000.00	-\$570.42	\$1,570.42	-57.04
223: Community Safety				
Special Events (1)	31,500.00	27,934.00	3,566.00	88.68
Miscellaneous (2)	0.00	2,831.83	-2,831.83	100.00
Building Permits for Fire Protection Systems (3)	58,400.00	45,298.20	13,101.80	77.57
Contractor License Fees	4,000.00	4,625.00	-625.00	115.63
Fire Permit & Inspection Fees (3)	26,000.00	28,610.02	-2,610.02	110.04
Firework Stand Review Fees	12,350.00	12,100.00	250.00	97.98
Rural Fire Inspection Fee (3)	9,860.00	33,048.58	-23,188.58	335.18
SubTotal 223: Community Safety	\$142,110.00	\$154,447.63	-\$12,337.63	108.68
224: Station Operations				
Federal Grants (4)	0.00	-10,809.23	10,809.23	100.00
State Grants (4)	0.00	-1,801.54	1,801.54	100.00
State DOLA Firefighter Trust Premium (5)	18,900.00	18,900.00	0.00	100.00
Refunds /Rebates (6)	0.00	7,179.75	-7,179.75	100.00
Academy Training (7)	15,000.00	29,483.50	-14,483.50	196.56
SubTotal 224: Station Operations	\$33,900.00	\$42,952.48	-\$9,052.48	126.70
225: Technical Response and Systems				
Hazmat Mitigation	1,100.00	0.00	1,100.00	0.00
SubTotal 225: Technical Response and Systems	\$1,100.00	\$0.00	\$1,100.00	0.00
227: Administration				
Federal Grants (8)	165,000.00	0.00	165,000.00	0.00
Emergency Management Grant (9)	43,000.00	56,820.00	-13,820.00	132.14
Other (10)	5,000.00	4,053.50	946.50	81.07
Other Agency Deployment (11)	20,000.00	2,495.57	17,504.43	12.48
Gifts/Donations	0.00	195.00	-195.00	100.00
Contributions: Rural Fire District (12)	2,223,687.00	2,135,558.31	88,128.69	96.04
Contributions - Loveland (12)	10,016,206.00	9,614,765.63	401,440.37	95.99
SubTotal 227: Administration	\$12,472,893.00	\$11,813,888.01	\$659,004.99	94.72
Grand Total	\$12,651,003.00	\$12,010,717.70	\$640,285.30	94.94
Less Partner Contributions	12,239,893.00	11,750,323.94	489,569.06	96.00
LFRA Generated Revenue (13)	\$411,110.00	\$260,393.76	\$150,716.24	63.34



Revenue Budget Variance Explanations

- (1) Budweiser Event Center Standby Activity (billed at \$42/hour per firefighter).
- (2) \$2,000 contribution for smoke detectors, fees for reports, and fee paid for filing emergency access easements.
- (3) Variances are a function of building activity in the community. There was significant activity in the Rural District 2534 Development.
- (4) FEMA money from the flood damage and recovery recorded in Fire that should have been recorded in Wastewater in 2014.
- (5) Reimbursements from the State of Colorado Division of Local Affairs for the cost of the Heart & Circulatory Trust premium for two years.
- (6) Reimbursements from workers compensation insurance for salaries paid to employees out on a work related injury.
- (7) Training Center Fees for the Burn Building and Command Training Center.
- (8) Federal Grants: LFRA & the City of Loveland were awarded the Community Development Block Grant - Disaster Recover for a Mitigation Study and Master Plan. The consultant was selected but work had not started by the close of the year.
- (9) Emergency Management Grant: The State converted from a fiscal year distribution to a calendar year distribution so 5 quarters were received.
- (10) Administration Miscellaneous includes the reimbursements for fire rescue crews at the Pro Cycle Challenge (both men's and women's races).
- (11) Other Agency Deployments: Reimbursable costs for fighting fire in jurisdictions outside of mutual and automatic aid agreements. The only collections for fires that met that criteria in 2015 was the Bear Trap Fire in Larimer County.
- (12) Governing partner contributions based on the intergovernmental agreement: City 82% and Rural District 18% of net expenditures. The amount is below the budget primarily due to incomplete projects at year end.
- (13) This year LFRA has collected 95% of the revenue budget compared to 96% of the budget in the previous year. LFRA generated revenue exceeded the budget in 2015 by 63% compared to 51% in the previous year.



Loveland Fire Rescue Authority

Expenditure Report by Account Category

For the Year Ending 12/31/15

Account Category	Total Budget	YTD Exp	Total Available	Total % Available
Personal Services	\$8,760,474.00	\$8,742,320.32	\$18,153.68	0.21
Supplies (1)	593,887.00	542,193.83	51,693.17	8.70
Purchased Services (2)	2,972,902.00	2,644,298.71	328,603.29	11.05
Capital Outlay (3)	323,740.00	81,904.84	241,835.16	74.70
Grand Total	\$12,651,003.00	\$12,010,717.70	\$640,285.30	5.06

Expenditure Budget by Category Variance Explanations

- (1) Supplies: This category is a collection of gear, equipment under \$5,000 per unit and supplies for the maintenance and operation of our facilities. The savings is primarily associated with supplies and small equipment ordered but not received (i.e., foam, nozzles, hose, training burn cells, emergency flashing signs, computer equipment).
- (2) Purchased Services: This category of accounts includes training, property insurance, contracted services from the City, maintenance agreements for equipment and software, mitigation study and master plan, and outside legal services for the employee conversion project. The savings is primarily associated with the incomplete projects (i.e., mitigation study and emergency management performance grant projects and savings on building maintenance projects and training.)
- (3) Capital Outlay: This category of accounts includes all equipment that is greater than \$5,000 per unit. The savings is primarily due to the station alerting project that will be completed in 2016.



Expenditure Budget Report by Program

For the Year Ending 12/31/15



Division/Program	Total Budget	Year To Date Expenditure	Total Available	Total % Available
223 : Community Safety				
1651 : Prevention (1)	\$176,110.00	\$165,864.36	\$10,245.64	5.82
1652 : Business Inspections	137,880.00	133,108.19	4,771.81	3.46
1654 : Permitting and Development Review	405,529.00	399,006.49	6,522.51	1.61
SubTotal 223: Community Safety	\$719,519.00	\$697,979.04	\$21,539.96	2.99
224 : Station Operations				
0000 : General Station Operations (2)	8,007,188.00	7,788,288.54	218,899.46	2.73
1605 : Training	104,690.00	103,323.96	1,366.04	1.31
1631 : Station 1 (3)	69,979.00	60,428.94	9,550.06	13.65
1632 : Station 2 (4)	11,370.00	9,372.52	1,997.48	17.57
1633 : Station 3 (5)	12,530.00	9,506.30	3,023.70	24.13
1635 : Station 5 (6)	7,600.00	6,754.68	845.32	11.12
1636 : Station 6 (7)	9,550.00	8,622.39	927.61	9.71
1639 : Health and Safety (8)	69,390.00	65,416.14	3,973.86	5.73
SubTotal 224: Station Operations	\$8,292,297.00	\$8,051,713.47	\$240,583.53	2.90
225 : Technical Response and Systems				
1603 : Special Operations	92,707.00	91,898.60	808.40	0.87
1604 : Wild Land (9)	27,490.00	24,504.11	2,985.89	10.86
1607 : Emergency Medical Services (10)	23,050.00	14,347.77	8,702.23	37.75
1608 : Tac Fire (11)	26,670.00	23,140.42	3,529.58	13.23
1620 : Aircraft Rescue Firefighting (12)	1,180.00	254.00	926.00	78.48
SubTotal 225: Technical Response and Systems	\$171,097.00	\$154,144.90	\$16,952.10	9.91
226 : Equipment Maint & Replacement				
1641 : Communications/Telephone (13)	190,636.00	169,491.62	21,144.38	11.09
1642 : Hoses (14)	39,820.00	12,628.52	27,191.48	68.29
1643 : Ladders/Small Engine (15)	11,550.00	6,710.63	4,839.37	41.90
1644 : Self Contained Breathing Apparatus	36,990.00	35,965.41	1,024.59	2.77
1645 : Thermal Imaging	11,020.00	10,911.84	108.16	0.98
1646 : Computer Equipment (16)	21,724.00	19,112.77	2,611.23	12.02
1647 : Vehicles and Apparatus	975,310.00	972,046.56	3,263.44	0.34
SubTotal 226: Equipment Maint & Replacement	\$1,287,050.00	\$1,226,867.35	\$60,182.65	4.68
227 : Administration				
1600 : Emergency Management (17)	450,030.00	184,192.35	265,837.65	59.07
1601 : Administration	1,731,010.00	1,695,820.59	35,189.41	2.03
SubTotal 227: Administration	\$2,181,040.00	\$1,880,012.94	\$301,027.06	13.80
Grand Total (18)	\$12,651,003.00	\$12,010,717.70	\$640,285.30	5.06



Expenditure Budget by Program Variance Explanations

- (1) Prevention: The savings occurred from a personnel reclassification and program promotional materials for public outreach events.
- (2) General Station Operations: \$167,100 of the savings was related to the Station Alerting project to be complete in 2016. There some supplies that were ordered but not received by year end (\$5,200 of foam). There was \$24,424 of savings in the repair and maintenance account because the full dorm privacy construction project was not able to be completed as originally envisions. Instead partial walls were installed.
- (3) Station 1: The savings occurred because the replacement range had not been received and uniform savings.
- (4) Station 2: The savings occurred primarily in general parts and supplies that were not required in a new station.
- (5) Station 3: The savings occurred in the repair and maintenance account.
- (6) Station 5: The savings occurred in the tools account.
- (7) Station 6: The savings occurred in the repair and maintenance account.
- (8) Health and Safety: The savings occurred in primarily in the contract for the peer support psychologist.
- (9) Wildland: The savings occurred in the tools and supplies accounts because some of these things were purchased at the end of the previous year and training.
- (10) Emergency Medical Services: The maintenance contract was paid in the previous year.
- (11) TacFire: A training class was cancelled and there was a savings in the tools account.
- (12) Aircraft Rescue Firefighting: The airport paid for a majority of the needs.
- (13) Communications: The radio maintenance contract straddles calendar years and there was a savings on the telephone service charges.
- (14) Hoses: The savings is associated with orders placed for hoses and nozzles but not received by year end.
- (15) Ladders/Small Engines: A reimbursement was received on ladder testing that offset the cost by \$3,673.
- (16) Computers: There was a savings in the computer purchases anticipated to be necessary.
- (17) Emergency Management: The savings in this program is related to grant projects that were not completed. The Mitigation Study and Master Plan was the largest of these projects at \$165,000. Other emergency operations center communications upgrades had to be delayed due to the building remodel.
- (18) In 2015, LFRA had spent 94.9% of the budget compared to 96.9% in 2014, influenced primarily by large incomplete grant projects and the station alerting project.

City's General Fund:

Budget	\$486,867.00
Actual Expenditures	\$288.75
Remaining Budget	\$486,578.25

Appropriated a Federal Emergency Management Agency grant for a Chilson Recreation Center generator because that facility is designated as an emergency evacuation center. \$365,150 Federal Share; \$60,858.50 State Share; and \$60,858.50 City of Loveland Share. However, the project is no longer feasible; and therefore, an alternative project at the service center for a generator will be submitted for approval in 2016.

City's Capital Replacement Fund:

Budget	\$1,351,334.00
Actual Expenditures	1,333,267.24
Remaining Budget	\$18,066.76

Engine Replacement, including all the related equipment to make it "service ready"

City's Capital Replacement Fund:

Budget	\$134,000.00
Actual Expenditures	132,283.00
Remaining Budget	\$1,717.00

Station Alerting Project Phase I

City's Capital Replacement Fund:

Budget	\$200,000.00
Actual Expenditures	4,350.00
Remaining Budget	\$195,650.00

Communications Tower

City's Fire Capital Expansion Fee Fund:

Budget	\$295,000.00
Actual Expenditures	10,688.22
Remaining Budget	\$284,311.78

Annexation work for the Training Center

If there are any questions or comments, please contact:

Renee Wheeler: (970) 962-2704

Renee.Wheeler@LFRA.org

Public Safety Administrative Director

410 E. 5th Street, Loveland, Colorado 80537

Agenda Item Cover

Item No.: 7

Meeting Date: April 27, 2016

Prepared By: Renee Wheeler, Administrative Director



93 of 114

TITLE

Review Briefing Papers and Correspondence

EXECUTIVE SUMMARY

The Chief's report includes a variety of general updates from the March Monthly Report and April topics of interest.

March Monthly Report

- March Overview
- Training Center Annexation
- Training Center Master Plan/Design
- Rossum Drive Property Sale
- Administrative/Budget/Grant
- Swearing In/Badge Pinning Ceremony
- Elks Firefighter of the Year
- Operations Division Overview
- Community Safety Division Overview
- Staff/Frac Staffing Presentation (May)
- *Moving Forward Tours* Coming (May)
- ISO Map for Review
- Board ID Cards
- Board Pictures at the May Meeting
- SVI Tour/Meeting
- Rural District Apparatus Replacement Discussion

Additional Topics For Board Update

- Radio Communications Tower Status
- Training Center Drainage System Design Proposal

BACKGROUND

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

STAFF RECOMMENDATION

N/A

FINANCIAL/ECONOMIC IMPACTS

N/A

ASSOCIATED STRATEGIC GOALS

N/A

ATTACHMENTS

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



Loveland Fire Rescue Authority March 2016 Month-End Report

Fire-Rescue Administrative Division

Chief Mark Miller and Public Safety Administrative Director Renee Wheeler

March 2016 Overview -

March leadership truism: Life is an adventure, with unpredictability, danger and immensely high stakes. This is at the forefront of my thoughts, as LFRA is experiencing many difficult, life threatening illnesses of our immediate family members (moms, dads, sons, daughters, etc.).

As we share this monthly report information, I felt compelled, to talk a bit about our most valuable resource...*our people*. Over the course of the last two months, more than just a few LFRA family members have, or are, going through the biggest battle of their lives, cancer, brain tumors, etc. I won't go into detail, but would only ask that you keep them all in your thoughts and prayers. It has been difficult and sobering, reminding us of the fragility of life. With that, we will **"keep moving forward", no matter what.**

Highlights of the March report include; Training Center Annexation; Training Center Master Plan; Rossum Drive update; LFRA Administrative items; Badge pinning ceremony; Elks Firefighter of the year.

Training Center Annexation -

The annexation of the Training Center property has made it through unanimous approval by the Planning Commission and now on to the special review process. Little by little, we are getting there. Sam Eliason, with United Civil Services is working in conjunction with Ken Coor (Facilities Management), and Bob Paulson (Acting Development Services Director) to make it all come together.

Training Center Master Plan/Design -

As previously reported, we had our first "kickoff" meeting with Belford-Watkins Architects, and have now concluded two important planning sessions with a special consultant that is working with our group to design the burn prop tower. We are starting to get a good grasp of not only the new ideas we hope to incorporate at the Training Center, but also how we hope to rearrange many of the current structures/props. It's exciting to see it take shape...stay tuned.

Rossum Drive property sale –

City Council passed (unanimously) the ordinance to allow for the sale of the Rossum Drive property. The sale closed officially on March 18th, with the funds going back to their point of origin - Fire Capital Expansion Fee (CEF) fund. Excellent!

Administrative/Budget/Grant -

As usual, much is happening on the administrative front. Renee Wheeler and Cheryl Cabaruvias are working on the LFRA Annual Report. Renee facilitated the much needed Carryover Appropriation approved by the LFRA Board and governing partners. Additionally, as we continue in the maturation process, we will be researching the best options for the transition of equipment and real property over to the Authority. We will also be taking over purchasing duties that were historically handled by City of Loveland Finance – again, part of the on-going normal maturation process.

We are continuing to work on the upgrade of the Telestaff (shift scheduling and time sheet management software) conversion to web-based version to allow more efficient access on mobile devices.

Of important note; Renee was successful in writing a grant to replace all the bunker gear for the Big Thompson Canyon department members. We received a grant for \$28,134 from the Colorado Division of Fire Prevention and Control and will match those funds with \$23,620 from the LFRA budget to allow for the purchase of 18 new sets of gear – awesome job, Renee!

Business Analyst, Cheryl Cabaruvias attended training for the accreditation program related the overview of the program and implementation strategies for organizational development while conducting the self-assessment and establishing the standards of cover document that is used to evaluate the community risk factors and effective response within the community. She also attended a Government Finance Officers Association Budget presentation class.

Swearing-in/Badge Pinning Ceremony –

On March 29th, at 5:00 PM, LFRA will conduct a badge pinning/swearing-in ceremony at the Police Courts Institute. This is an exciting time for LFRA, and we hope to see you all there! Those being pinned and/or sworn-in that evening include:

- Engineers: Adam Baukol, Mark Hernandez, Chris Smith
- Firefighters: Alex Chapin, Paul Duran, Samuel Leighton, Traver Heckman, Devon Laughlin.
- Part-Time Firefighters: Nate Unruh, Andrew Sharpe, Jon Pointer, Shelby Baker, Cole Stephenson

A mentioned previously, we will promote and hire individuals with these qualities;

- **A Warrior Spirit** – Thinking aggressively; intelligence and technology; facing fears, drive to get the job done no matter the cost; skill mastery
- **A Servant Heart** – Compassion; Integration of head and heart; outside the box; not in it for personal gain; humility. Largeness of spirit – bigness of heart.
- **Emotional Intelligence** – Self-awareness; Self-regulation; Motivation; Empathy; Social skills/team player
- **A Fun-Loving Attitude-** Approachable; glass half-full; love for the job; you want to be here.

Important to note; we will embrace the vision of looking at individuals we hire and promote, as the “future” of this great department. Again, this is not a new concept necessarily, but one that must be at the forefront, to maintain an *excellent, ethical, enduring* organization.

Elks Firefighter of the Year award -

On March 20, the Loveland Elks Lodge held their annual awards ceremony. For many years they have seen fit to recognize public safety officials (Law, EMS and Fire) during this event. This year, Engineer Ty Drage received the Elks Firefighter of the Year award. Of course, anyone who knows Ty would see this as an obvious choice and one that is well deserved. Below, I have included the nomination recognition that was written for Ty (and a picture). As you will see, he is an enormously productive LFRA employee and an invaluable asset to the organization. Way to go Ty...congratulations!!

Engineer Tyler Drage

Engineer Drage is currently assigned to LFRA's Community Safety Division, functioning in the roles of Accreditation Technician and Lead Fire Investigator. Tyler is recognized for his ability to compile and analyze research and data, which is essential in the accreditation process. His work in this area is impacting our future operational growth plans and resource development. He has authored the almost 200 page LFRA Standards of Cover document that provides an in-depth look at the LFRA response model compared to the community's service needs. Completing this document is a huge step in completing the accreditation process for LFRA.

As the Lead Fire Investigator for LFRA, he is called upon to support the on-duty shift investigators with more complex investigations. Tyler has also been specifically requested by surrounding fire departments for his investigation expertise. Tyler has developed the training curriculum that is used to provide the base investigation training to our new shift investigators. His law enforcement background brings an enhanced knowledge of evidence collection, witness interviewing and legal documentation into the training curriculum.

Engineer Drage took on an additional assignment in late 2014 that carried in early 2016, he was assigned as the liaison for the Insurance Service Office (ISO) evaluation that LFRA completed in 2015. This evaluation of LFRA helps set the insurance rates that our citizens pay for their homes and businesses, the evaluation not only evaluates fire response, but also fire prevention, the 911 dispatch center and our water providers. Tyler did an outstanding job of collecting the required information in preparation for the evaluation. He worked tirelessly with the ISO consultant and evaluator to ensure that we received all possible points. Tyler's work has helped showcase the improvements in fire rescue services in Loveland, leading to a much improved ISO rating.

Every day Tyler displays the LFRA values, the 3Cs – Commitment, Compassion and Courage as well as fulfilling the LFRA mission of the 4Rs – Response, Readiness, Resources and Relationships.

Elks Lodge EMS, Citizen, Police and Firefighter of the Year Awards

LFRA Ty Drage – far right



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

March 2016

RESPONSE

- On the 26th of February Engine 1, Tender 5 and Battalion 1 assisted the Berthoud Fire District with a structure fire on Weld County Road 46. The house was fully involved in fire upon the arrival of the first Berthoud Fire Unit.
- Engine 3, Engine 8, Rescue 6, Ladder 7 and Battalion 1 responded to an apartment fire in Estes Park on March 4th. Crews worked for several hours with firefighters from Estes Valley, Allenspark, Glen Haven and Pinewood Springs to bring the fire under control.
- A residential fire was reported on the evening of March 12th at 76 River Fork Road in Drake. Crews arrived on scene to find a fully involved house with fire extending to the church next door and the trees. Limited water supply made the initial attack very difficult, however crews were able to save the church and stop the spread of the wildland fire. The Estes Valley Fire District and Glen Haven Fire Department provided water tenders and personnel to supplement LFRA's response.
- Crews responded to the 25/34 area for an outside fire that was threatening the Clear View Health Center, the fire was quickly controlled by the initial responding company, Tower 6. The building was checked for fire extension, smoke and air quality before units cleared scene.
- Engine 5 was the first to arrive on scene of a multi-family structure fire on Mulberry Drive on the 15th of March. The fire was located in the center of the four-plex on the rear porch, the fire had extended to the second floor and attic space. Crews were able to control the fire quickly with three attack hoselines.
- Crews responded to 95 incidents during a twenty four hour period during the spring 2016 blizzard. The incidents ranged from downed power lines to technical rescue situations.

READINESS

- March training focus – rural water supply and wildland shelter deployments
- Lieutenant Bryan Clark conducted a three day Blue Card Command Certification class, the class had students from LFRA, Berthoud Fire District and Estes Valley Fire District.

RESOURCES

- The Training Battalion completed Part-Time Firefighter, Full-Time Firefighter and Engineer Academies for the recently promoted personnel.

RELATIONSHIPS

- Rescue 2 Crews trained with the Northern Colorado Bomb Squad on confined space entry operations.
- Crews rotated to the Budweiser Event Center for Rescue Task Force training with the Larimer County Sheriff's Office Deputies.
- LFRA hosted the Colorado Fire Training Officers Association meeting, nearly 60 training officers from around the state attended the meeting.



Weld County Road 46 House Fire



Estes Park Apartment Fire



River Fork Drive Structure Fire



Clear View Dumpster Fire w/ Damage to the Structure



Multi-Family Structure Fire on Mulberry Drive

**Community Safety Division
Division Chief, Ned Sparks
March, 2016**

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

- ❖ Working with Parks on the annual 4th of July Fireworks show – Larry Darrington owner and operator of Angel Light Pyrotechnics. Securing the vendors for security, fencing and lighting are in process.
- ❖ Review of existing pub-ed programs and delivery with Captain Mialy and PAO Pringle- creating a new direction and identifying roles and responsibilities with emergency response partners. Discussions with American Red Cross, LETA and TVEMS are in process to create multi- discipline approach sharing our community outreach. The next step is meeting with R2J to explore if approach will work for scheduling. The completion of a report from IT and Engineer Hill defining what trends and repetitive fire problems are found in the LFRA has been completed with data comparison to the pub-ed assessment underway.
- ❖ Meeting with Firehouse Storage and a separate meeting with Larimer County Planning and Building to discuss the issues at the site. Firehouse Storage needs to complete a site plan with Planning/Zoning and obtain Building prior to our ability to work with the property owner.
- ❖ DRT ; Empowerment committee;
 - Discussion with Legal and mid-managers to determine how and when code compliance must be used and where does the accountability rest when reviewers “bend” code interpretation.
 - Discussion on the escalation process and appealing decisions by applicants. More work on the process is yet to be defined.
 - Create clear expectations how the DRT operates – empowering reviewers to make decisions and offer alternatives within the scope of their job duties.
 - Gain upper management support and educate decision makers how the development review process functions.

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

City Building/Fire project review:

- Hope Springs Church - They are currently in Pulliam building, but will need to pretty quickly get into their building at 1020 South Lincoln Ave. The corrections required are to meet very basic building/fire code requirements. Building and Fire told Owner that efforts will be made to clear other projects ahead of this quickly so that we can maybe expedite this one.
- A& E tires - need immediate place to run business with 8 outdoor Conex storage units, outdoor tire storage, recycled tire storage, and indoor tire installation. They were looking to use a bay in the Aims Ntl Leasing building, and two of their offices (4436 Ward Ave). Fire checked with other divisions as to whether the use is allowed per them, which it is. Per fire, we outlined a list of requirements for separations from property lines, between containers, allowed heights of tire piles, in door storage limitations, etc. and provided Aims Mgt. and A&E Owner w/ the guidelines. I have not heard back as to whether A&E will continue to pursue sharing the building/ property.
- ATV – they are currently seeking bids for a sprinkler system for the basement, and will seek grants for assistance in funding. They are currently permitted to use the building, however per the permit conditions, only two of the basement rooms may be used, and only for non-combustible storage. ATV would like to make use of the entire basement for their program needs, and therefore will need to add a sprinkler system. Since the beginning of the project, LFRA has encouraged them to consider providing fire sprinkler system for the entire building, but understands their financial hardship.
- LFRA has met with bldg. permit technician staff to help train on fire code vs. building code, and has met with CBO and staff to establish what the policy will be for minimum requirements for check-in

and submittal for building permits. The decisions were based on industry standard, consistency w/ other jurisdictions, and per state statutes.

Johnstown & County project review:

- Firehouse Storage - In process with County Building & Planning to develop emergency access requirement.
- Collinswood Designs – In process of working through the Larimer County Building Dept. and LFRA to meet wood working and spray booth requirements.
- 1507 S. Lincoln Ave - submitted a “no work-change of use” permit application. The building was originally approved for storage, and has over the years become auto repair, wholesale tire sales, office for U-Haul rental, etc. Ingrid and Allen inspected the building with Larimer County Code compliance Officer, Tony Brooks, to better ascertain the current uses, due to the permit drawing information being minimal. (Architect John Freeman, Owner Troy Axelson). LFRA will confer with the Larimer County Building Dept. to establish some minimal requirements for the current use to remain.

Emergency Management:

Significant events:

The department-level interviews for the Mitigation Master Plan were completed this month. There will be 2 steering committee meetings in April and May. The draft document will be reviewed by M-Team and then go out for public comment.

An RFP was posted for hiring a contractor to write a Disaster Recovery Plan and closes on March 31st. A review team is currently being recruited.

The W&P Department has decided to move forward with a formal request to install the Chilson generator at the Service Center. OEM is working closely with their staff to compile a new application and all of the supporting documentation that is due on April 1, 2016.

PAO Pringle was accepted in the State’s Emergency Management 101 Academy. The academy will run from May 2016 to November 2016 at the Division of Homeland Security and Emergency Management, located at 9195 East Mineral Avenue in Centennial, CO. Scott is committed to this program that will greatly enhance his EM-related expertise and CSD’s ability to serve our customers.

Flood Recovery

- Attended on-going city recovery planning meetings

Operations and Maintenance

- The EOC was moved back into its original space at the FAB
- Lt. Willson was tasked with finalizing the IGA for maintenance on the emergency flashing signs and a punch list of items for the MCV.
- Set up WebEOC account for Pringle
- Purchased a test satellite phone
- Collaborated with IT Dept for installation of digital matrix in EOC
- Worked with Chief Cerovski to get ARES members their own LFRA email addresses

Planning and Documentation

- Facilitated department-level interviews with the contractor for the Mitigation Master Plan
- Worked on EMPG interpretation document for submission to DHSEM-FM
- Met with Capt. Gilbert and TDR ref: I25 re-routing
- Met with state contractors ref: I25 re-routing
- Attended interview meeting w/Mr. Cahill for the Mitigation Master Plan
- Facilitated a winter storm conference call
- Worked w/Bonnie to collect requested documents for MMP
- Facilitation of IGA finalization for Hazmat calls in the county
- Facilitating a CRRF plan review with Capt. Caromsino
- COOP narrative portion under revision; will go out for another comment period

Emergency Preparedness Relationships

- Met with Mr. Kolb regarding LFRA Infection Control Program
- Attended LEPC meeting
- Met with PIOs ref: ESF 15 document ESF 15, JIS/JIC emergency comms. plans in draft
- Set up meeting to discuss operations during dignitary visits
- Reviewed HVA and provided feedback for MCR

Grants

- Worked with Cheryl to document all past grant-related transactions and revised EMPG Q4 report
- Worked on HMPG for change of scope of work (Chilson site to Service Center site)

Training and Public Outreach

- Met with ARES and Chief Cerovski for ARES support of KTF week
- Met with Jason of ARC ref: outreach, pub ed, and BCOOP
- Provided OEM intro class to new FFs

Training Received

- Attended the state OEM conference with Pringle
- Attended Everbridge user training given by LETA
- Attended course at ICC on planning for the low frequency, high impact events
- Attended Innoprise training

Exercises

- Facilitated planning meeting with Valerio and Pringle for Airport Exercise
- Participated in pneumonic plague full scale exercise with LCDHE and partners

Other

- Participated on Engineer promotional interview panel

EMPG Grant-Required Work Plan Items

- EMF 1 -
- 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 - Multiple mitigation planning meetings held as part of the Mitigation Master Plan project
- EMF 5 – COOP under additional revision
- EMF 6 - Attended Flood recovery meetings
- EMF 7 – On-going implementation of training as outlined in the 2016 TEP

- EMF 7 – NIMS training on-going; current city-wide compliance is 83%
- EMF 8 - On-going implementation of exercise as outlined in the 2016 TEP
- EMF 8 - Participated in Evans full-scale EOC exercise
- EMF 9 –
- EMF 10 –Comms. equipment interoperability tests conducted by ARES
- EMF 11 - Draft COOP under narrative revision; will go back out for review and comments
- EMF 12 -
- EMF 13 – Pending. WebEOC resource database not yet updated
- EMF 14 -
- EMF 15 – Draft ESF 15, JIS/JIC emergency communications plans nearly completed

PIO, Website & Public Education (Scott):

- ✓ 9 New business and school inspections (4 city / 5 rural)
- ✓ 6 School and business re-inspections (3 city / 3 rural)
- ✓ 3 Car seat inspections
- ✓ 2 Knox box updates for businesses
- ✓ 2 Youth firesetter family intervention sessions
- ✓ Research and meetings for proposed LFRA website
- ✓ Multi-jurisdiction emergency management exercise planning meeting in Cheyenne
- ✓ Emergency planning meeting with staff members at Sugar Valley Estates Senior Living Center
- ✓ Mitigation Strategy planning meeting
- ✓ CSD staff meetings
- ✓ LFRA website updates
- ✓ LFRA social media updates
- ✓ PIO information releases and media contacts for several incident responses
- ✓ CCD event planning meeting
- ✓ Training:
 - 6 hours – FEMA IS 230.d Fundamentals of Emergency Management
 - 5 hours – FEMA IS 235.c Emergency Planning
 - 2 hours – FEMA IS 240.b Leadership and Influence
 - 2 hours – FEMA IS 241.b Decision Making and Problem Solving
 - 5 hours – FEMA IS 242.b Effective Communication
 - 3 hours – FEMA IS 244.b Developing and Managing Volunteers
 - 1 hour – FEMA IS 546.a Continuity of Operations Planning Awareness
 - 8 hours – Homemade Explosives Awareness (hosted by Greeley PD)
 - 2 hours – EMS Trauma Assessment and Treatment

Accreditation, Fracking, Inspections, Investigations (Ty):

Accreditation:

- ✚ Worked with Cheryl and Roy on monthly report for incident frequency and response performance
- ✚ Developed explanatory materials for Board re time calculations
- ✚ Assigned to fire service accreditation peer team for Morrisville (NC) Fire Rescue Department (Site visit scheduled for 4/18 - 4/21)
- ✚ Working to address late report issues
- ✚ Complete month-end incident frequency/response performance for TVEMS calls
- ✚ Complete month-end incident frequency/response performance for BTCVFD calls
- ✚ Build fire history research project for Ron Hill
- ✚ Working with Roy re loss/save reporting procedures

Inspections:

- General - 3
- HazMat - 6

- Working with Larimer County Code Compliance re non-permitted CNG refueling center
- Assisted FIT2 with inspection and hazmat permit follow-up issues
- Worked with petroleum provider re non-permitted above-ground storage tank
- Updated flammable liquid storage tank requirements information packet
- Updated open burning regulations information packet
- Assist IME with code requirements for tire storage submittal

Reviewed and issued 24 burn permits

- Assisted 2 walk-in customers with applying for new burn permits
- Follow-up on 2 burn permit violation reports

Assist Operations:

- 2/26: Respond to 1131 East Broadmoor Dr re power lines down call per E5 request
- 2/25: Acting Lt on E6 (0830-1400 hrs)
- 2/28: Acting Lt on E1 (0730-1530 hrs)
- 2/28: D/O on E5 (1945-0730 hrs)
- 3/3: Respond to juvenile arson @ SW 2nd St
- 3/11: Vehicle fire @ 5115 Thistle Pl

Training: 62 hrs

- Provided train the trainer session for SafeKids Strap & Snap program
- NFPA 25 updates course
- Completed all wildland redcard refresher courses
- Attended CPSE peer assessor continuing education courses
- ICC Conference - Distilleries and Marijuana Production Facilities
- TacFire 3-team training with FCPD and LCSO
- EMS continuing ed class
- Assisted with instruction of FRFC fire behavior class
- Attended 4-day CPSE Excellence Conference

Available on the TeleStaff picklist for:

- ☒ 2nd half - 10 days
- ☒ Full shift - 2 days

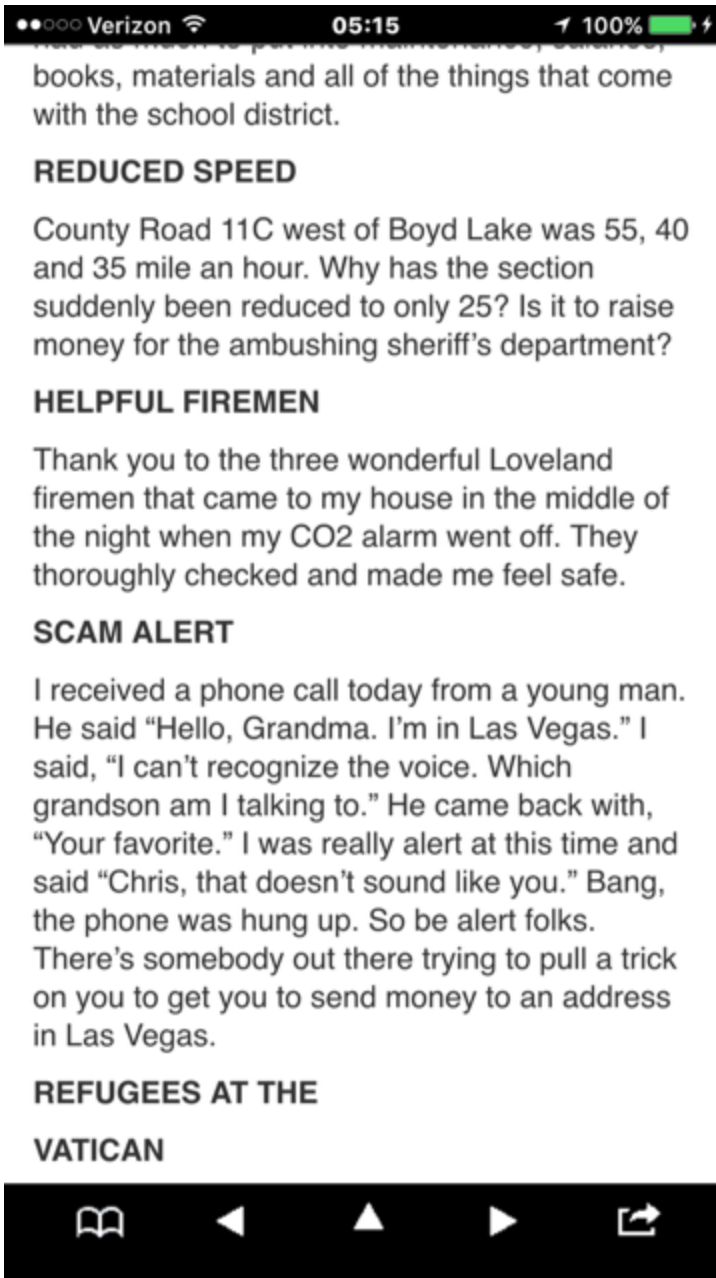


From: [Greg Ward](#)
To: [Fire Dept](#)
Subject: RH Line
Date: Wednesday, March 23, 2016 5:19:20 AM
Attachments: [image1.PNG](#)

LFRA,

Another outstanding example of your professional service to our citizens through performing the 4Rs with Commitment, Compassion and Courage! See the attached photo.

Thank you for the service that you provide!



Greg Ward

Division Chief – Operations
Loveland Fire Rescue Authority



[970-962-2806](tel:970-962-2806) - office

[970-962-4761](tel:970-962-4761) - cell

www.cityofloveland.org

<https://twitter.com/LovelandFRA>

From: [Mark Miller](#)
To: [Fire Command Staff](#)
Subject: Fwd: Thank you
Date: Thursday, March 24, 2016 8:27:39 PM

Wow!

Sent from my iPhone

Begin forwarded message:

From: G Solt <gss888@hotmail.com>
Date: March 24, 2016 at 7:42:25 PM MDT
To: "mark.miller@lfra.org" <mark.miller@lfra.org>
Subject: Thank you

Dear Chief Miller,

The Denver news ended tonight with members of the Loveland Fire Dept. assisting a homeless man. He was trying to push a cart in the snow and slush. This week especially, between the Brussels' attacks and the ongoing political fiasco, it was so heartening to see, that it was very much appreciated & the lift we so badly need.

But truth be told, I have to admit that I have a bias favoring fire personnel. Eleven years ago in Falcon/El Paso County, in mid-July, as a distance cyclist, I'd started a ride a few miles from my house when I was hit at high speed by a kid in an SUV who'd run a stop. I'm small and was thrown into his windshield, run over and dragged to the other side of the highway. Several volunteer fire depts. received the call and I owe them my life. With massive injuries I was also lucky to have an ED RN on duty that night who'd just returned from Iraq. No one expected me to live and it has been a long haul, although to see me now, you can't visibly tell the extent of the injuries.

By training/education, I'm an RD (Registered Dietitian) and I wanted to somehow give back, so in 2009 I started taking the FEMA/DHS courses & training to become an active member with Larimer County's MRC/CVM, CO Vet MRC and Weld County's CART team. I've often had training with fire, EMTs and vets, so it's been great to meet everyone in non-emergency situations. I've deployed for the fires, floods & with disease outbreaks to rescue & care for people and animals. But working with the fire and EMTs has been especially rewarding. I can't tell you how heartening it is to repeatedly witness fire personnel run to help others in need, especially animals. It's absolutely true that when others are running out, fire

depts. are running in.

Please thank all of your men and women for all that they do, including your support staff.

Best,

Gail Solt

533 Mariana Pointe Drive
 Loveland, CO 80537
 March 2, 2016

Fire Department
 City of Loveland
 410 E. 5th Street
 Loveland, CO 80537

We want to express our appreciation for the services provided by the Fire Department yesterday in changing out the batteries in two very high, hard to reach smoke alarms in our new home.

Within ten minutes of our phone call to the Fire Department, a fire truck was dispatched and arrived at our home. All three crew members, Alex, Kurt, and Dave (Captain) were courteous and professional. They did an excellent job and were gone within 15 minutes.

We hope you will continue to provide this valuable service in the future. Please accept our small donation towards replacing any of your supplies.

Sincerely,



Harry Ford



Miriam Ford

\$20 donation
 Check #6339
 Received 3/9/16
 601-00-000-0000-20029

VICX K0100

DATE REC'D

AMOUNT

DATE PAID

AMOUNT

REMARKS

March 26, 2016

To all Concerned:

Please bring this message
to the attention of the Ambulance
and Fire Truck crew that responded
to the emergency call at 4425
Chateau Dr. - Loneland - at approx.
11:45am on Wednesday, March 23,
2016. This call was in response
to a woman who had fallen
on the ice.

To the Crews -

God blesses
those who give
of themselves.

May He reward you
for being so kind.

My Husband and I wanted to
thank you for your professionalism
and compassion shown to me
in our time of need.

Also, your kindness in
removing the snow from the
walkway and driveway before
leaving was greatly appreciated.

Thank and
Margaret Emmertich

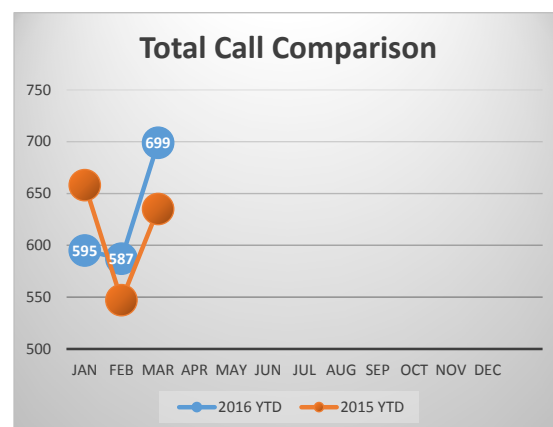
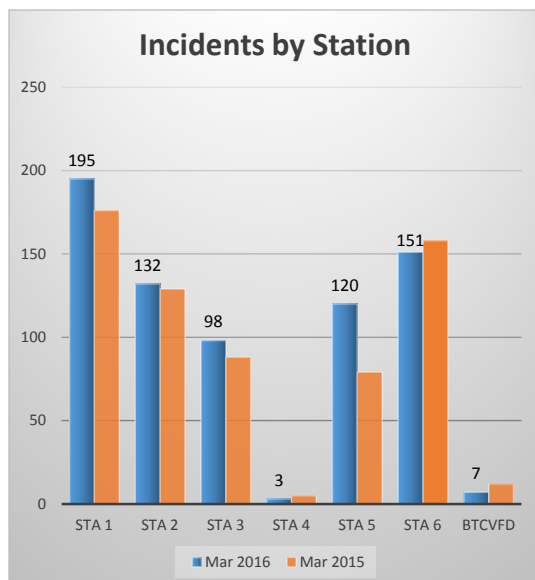


LOVELAND FIRE RESCUE AUTHORITY - Operations Division March, 2016

CALL INFORMATION (does not include calls for BTCVFD)							
INCIDENT TYPE	CITY	RURAL	TOTAL	YEAR to DATE	% of TOTAL	2015 YTD	2015 % of TOTAL
Structure Fire Related	1	3	4	13			
Vehicle Fire	3	2	5	10			
Grass/Wildland or Other Outside Fire	4	4	8	16			
Fire Alarm	60	6	66	182			
Smoke Investigation	9	7	16	47			
Other Fire Related	0	0	0	1			
TOTAL FIRE RELATED	77	22	99	269	14.22%	233	13%
TOTAL EMERGENCY MEDICAL SERVICES (EMS)	293	33	326	973	51.43%	1039	56%
Motor Vehicle Accident (MVA)	44	18	62	180			
Extrication	4	0	4	7			
Technical Rescue	2	1	3	5			
HazMat	10	2	12	36			
Hazardous Conditions	4	2	6	9			
ARFF	2	0	2	9			
Public Service	77	16	93	158			
Assist PD or Other FD	6	4	10	18			
Standby	0	4	4	12			
Good Intent Call, Other	0	0	0	3			
Dispatched & Cancelled en Route	48	17	65	178			
Wrong Location	0	0	0	0			
No Incident Found on Arrival on Scene	9	4	13	35			
Special Type of Incident, Other	0	0	0	0			
TOTAL MISCELLANEOUS	206	68	274	650	34.36%	575	31%
MONTH TOTAL	576	123	699	1892	100%	1847	100%
YEAR TO DATE TOTAL	1604	288					
CITY VS. RURAL DISTRIBUTION YEAR TO DATE	84.78%	15.22%					

3

Incomplete reports this month not included in the totals will affect YTD totals as they are completed in subsequent months.



Does not include calls for BTCVFD



LOVELAND FIRE RESCUE AUTHORITY-

Operations Division

March, 2016

		FIRE AND C,D,E MEDICAL RESPONSE TIMES				
		Count	Process Time	Turnout Time	1st Due Travel Time	1st Due Response Time
Structure Fire: Urban Response Area	Average	3	1:02	1:20	5:21	6:36
	90th		1:18	2:29	6:32	7:38
Structure Fire: Rural Response Area	Average	1	0:58	1:20	12:11	13:56
	90th		1:18	2:31	7:07	8:47
C,D,E Medicals: Urban Response Area	Average	322	1:51	1:08	3:45	4:45
	90th		2:58	1:44	5:45	7:03
C,D,E Medicals: Rural Response Area	Average	11	1:28	1:22	4:45	5:45
	90th		2:19	1:53	6:35	8:14

A 1st Alarm incident is a response plan that requires the greatest number of LFRA apparatus to be initially assigned (3 engines, 2 trucks, and 1 Bat Chief). The following CAD Nature Codes generate a response plan that correlates to a 1st Alarm incident: 1st Alarm Commercial/Industrial, 1st Alarm Residence, Building Collapse, Confined Space Rescue, Dive Rescue, Grass Near Structure, Industrial Rescue, Mass Casualty Incident, MVA Extrication, Rope Rescue, Trench Rescue, Wildland/Grass. During March 2016, a search of all of these CAD Nature Codes revealed the following incident count and correlating NFIRS situation types reported.

1st Alarm Incident Outcomes		
Incident Type	All Incidents	Unit Responses
111 - Building Fire	3	33
142 - Brush or Brush-and-Grass Mixture Fire	1	5
143 - Grass Fire	2	9
151 - Outside Rubbish, Trash or Waste Fire	2	12
154 - Dumpster or Other Outside Trash Receptacle Fire	1	11
162 - Outside Equipment Fire	1	7
322 - Motor Vehicle Accident with Injuries	1	6
350 - Extrication, Rescue, Other	1	6
352 - Extrication of Victim(s) from Vehicle	1	10
361 - Swimming/Recreational Water Areas Rescue	1	6
442 - Overheated Motor	1	9
445 - Arcing, Shorted Electrical Equipment	1	4
500 - Service Call, Other	1	3
551 - Assist Police or Other Governmental Agency	2	9
561 - Unauthorized Burning	1	6
611 - Dispatched & Cancelled En Route	3	15
631 - Authorized Controlled Burning	3	15
651 - Smoke Scare, Odor of Smoke	1	10
March Total	27	176

STRUCTURE LOSS/SAVE INFORMATION				
Type of Fire	City		Rural	
	Loss	Save	Loss	Save
Residential Structure	51,368	359,123	550,502	28,934
Commercial Structure	-	-	-	-
Other Fires	-	-	-	-
MONTH TOTAL	51,368	359,123	550,502	28,934
YEAR TO DATE TOTAL	113,681	1,596,222	556,002	28,934
All Fires Confined to Room of Origin		67%		



LOVELAND FIRE RESCUE AUTHORITY
- Operations Division
March, 2016

MUTUAL AID AND AUTOMATIC AID				
	Received	Hours	Given	Hours
Poudre Fire Authority (PFA) 2016	5	2	17	4
Previous Year to Date 2015	8	3.5	33	14
Berthoud Fire Department (BFD) 2016	2	1.5	11	8.5
Previous Year to Date 2015	1	1	4	1.5
Windsor Severance Fire Rescue (WSFR) 2016	8	3.5	13	3.5
Previous Year to Date 2015	18	5.5	6	3
Front Range Fire Rescue (FRFR) 2016	7	4.5	14	6.5
Previous Year to Date 2015	5	3.5	6	4
Big Thompson Canyon Fire Dept. (BTFD) 2016	0	0	17	26
Previous Year to Date 2015	1	1	6	6
Estes Valley Fire Prot District (EVFPD) 2016	0	0	2	8
Previous Year to Date 2015	0	0	0	0
CURRENT YEAR TO DATE TOTAL (2016)	22	11.5	74	56.5
PREVIOUS YEAR TO DATE TOTAL (2015)	33	14.5	55	28.5

TRAINING HOURS				
TRAINING AND RESERVE	CURRENT MONTH	PREVIOUS MONTH	PREVIOUS YEAR	CURRENT YEAR TO DATE
SHIFT	1,648.3	1,154.0	3,357.0	4,606.9
RESERVIST	11.0	5.0	168.0	44.5
ADMIN	89.5	72.5	212.0	192.5
TOTAL	1,748.8	1,231.5	3,737.0	4,843.9
RESERVIST SHIFT HOURS	101.0	109.5	1,148.0	363.0

SPECIALIZED DISCIPLINES TRAINING				
	COURSES		HOURS	
	CURRENT YEAR	PREVIOUS YEAR	CURRENT YEAR	PREVIOUS YEAR
AIRCRAFT RESCUE	65	66	65.75	62.3
HAZMAT	39	10	44.5	10.25
TAC	33	68	40	82
URBAN SEARCH & RESCUE	5	4	6	5.5
WATER	30	17	39.45	21.5
WILDLAND	142	169	274	434.8

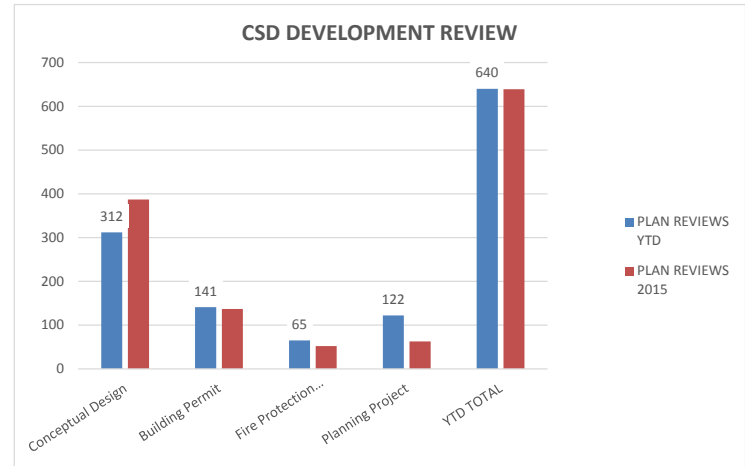


LOVELAND FIRE RESCUE AUTHORITY - Community Safety Division

March, 2016

DEVELOPMENT REVIEW STATISTICS

	City	County	Johnstown	Totals	Hours
Conceptual Design Reviews	119	0	2	121	61
Previous Month	91	3	3	97	51.5
YTD Total	299	5	8	312	171
Previous YTD	381	3	3	387	208.5
Building Permit Reviews	48	2	0	50	72
Previous Month	45	0	1	46	70
YTD Total	133	4	4	141	215.5
Previous YTD	130	5	2	137	246
Fire Protection Permit Reviews	21	3	1	25	28
Previous Month	25	1	0	26	28
YTD Total	59	5	1	65	78
Previous YTD	40	1	11	52	58
Planning Project Reviews	42	4	0	46	69
Previous Month	36	4	1	41	61.5
YTD Total	108	11	3	122	183
Previous YTD	55	5	3	63	126
TOTAL REVIEWS YTD	599	25	16	640	
PREVIOUS YEAR YTD	606	14	19	639	

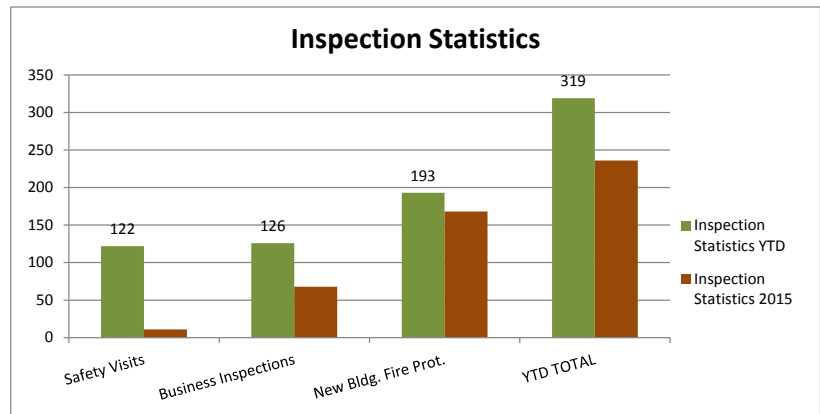


Planning & Building Check-Ins YTD
 Fire Protection Permits Average days in review
 Percent within goal time

211	82
11.0 days	
March	68%

INSPECTION STATISTICS

	City	Rural	Total	Hours
Eng. Co. Safety Visit 2 & 3 Yr.*	38	5	43	24.25
Safety Re-Visit	9	1	10	11
YTD Total	97	25	122	77.5
Previous YTD	7	4	11	0
Business Inspections	33	2	35	41.2
Previous Month	26	8	34	36
YTD Total	106	20	126	144.45
Previous YTD	58	10	68	44.25
New Bldg./Fire Protection	60	14	74	111
Previous Month	65	7	72	107.5
YTD Total	159	34	193	289.5
Previous YTD	145	23	168	254.5
TOTAL INSPECTIONS YTD	265	54	319	
Previous Year	203	33	236	



CSD OTHER ACTIVITIES

	City	Rural	Hours	Mo. Total	Prev. Mo.	Prev. YTD	YTD Total	Highlights/Projects
Hazmat Permits	6	1	9.5	7	12	32	35	*7 school & business re-inspections
Tents/Special Events*	3	0	3	3	1	4	5	*PIO duties and press releases for 2 structure fires
Burn Permits Issued	0	27	1.75	27	17	51	56	*Colorado Children's Day Event
Investigations	6	11	14	17	14	41	38	*Assisted with Larimer County EOC activation exercise
Service Call/Complaints	1	1	1.25	2	4	10	9	*ICC Institute Training
Car Seats Installed	8	0	4	8	5	47	20	*Firehouse Storage Research & Meetings
YFS Program	6	0	4	6	2	0	8	*Unmetered water usage meeting with NFPA & FMAC
Public Education Events	0	1	0	1	0	39	1	*Collinswood Designs meeting & Research
Total Pub. Ed. Contacts	0	40		40	0	1180	40	