

Loveland Fire Rescue Authority Board Meeting



**Station 2
3070 W. 29th Street
Community Room
Loveland, Colorado 80537
Wednesday, July 26, 2017**

1:30 PM



Loveland Fire Rescue Authority (LFRA) Board Meeting Agenda
Station 2, 3070 W 29th Street
Community Room
Loveland, Colorado 80537
Wednesday, July 28, 2017
1:30 PM

On 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 Jason.smitherman@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 Jason.smitherman@cityofloveland.org o al 970-962-3319.

Wireless access: COLGuest, accesswifi

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

AWARDS AND PRESENTATIONS - BADGE PINNING FOR FIREFIGHTER COLTON WRIGHT AND ENGINEER RORY O'FARRELL

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, July 28, 2017
1:30 PM

1. Consider a Motion to Approve the Minutes from the Loveland Fire Rescue Authority Board for the June 28, 2017 Regular Board Meeting.
2. Review the 2017 Second Quarter Budget Report

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.

3. Consider a Motion to Waive Fire Capital Expansion Fees for Habitat for Humanity
4. Consider a Motion to Appoint a New Member to the Fire Rescue Advisory Committee
5. Presentation Introducing the Quick Response Company Concept
6. Discussion on the Impact Fee Revised Study
7. Review Briefing Papers and Correspondence.
 - a. Chief's Report
 - b. Letters
 - c. June Operations Statistics
 - d. June Community Safety Division Statistics
8. Other Business for Board Consideration

ADJOURN

Agenda Item Cover

Item No.: 1

Meeting Date: July 26, 2017

Prepared By: Kristen Cummings, Business Services Coordinator



TITLE

Consider a Motion to Approve the Minutes from the June 28, 2017 Loveland Fire Rescue Authority (LFRA) Regular Board Meeting

EXECUTIVE SUMMARY

The attached document, prepared by Kristen Cummings and edited by outside attorneys, is a record of the June 28, 2017 regular meeting of the LFRA Board. The document details the discussions at the meeting including: the approval of the consent agenda (Minutes, Resolution R-74 for the Heat and Cancer Trust, Resolution R-75 for the Transfer and Appropriation of Moneys within LFRA Funds, IGA regarding the LCUAS Team), a presentation on the proposed sworn retirement plan contribution revisions, a discussion on the impact fee study, and the Chief's Report.

BACKGROUND

Standard meeting protocol

STAFF RECOMMENDATION

Approve as written

FINANCIAL/ECONOMIC IMPACTS

N/A

ASSOCIATED STRATEGIC GOALS

N/A

ATTACHMENTS

June 28, 2017 Minutes



Loveland Fire Rescue Authority Board Meeting Minutes
Wednesday, June 28, 2017
3070 W. 29th Street, Loveland
1:30 p.m.

Members Present:

Board Chairman Jeff Swanty, Loveland Rural Fire Protection District ("Rural District")
Vice Chairman Cecil Gutierrez, City of Loveland Mayor
Director Steve Adams, Loveland City Manager
Director Dave Legits, President of the Rural District

Members Absent:

Director John Fogle, City of Loveland Council Member

Staff Present:

Mark Miller, Fire Chief
Ned Sparks, Division Chief
Greg Ward, Division Chief
Kristen Cummings, Business Services Coordinator
Emily Powell, Legal Counsel to the Authority
Andrea Wright, Human Resources Manager
Randy Mirowski, Special Projects Manager
Greg White, Secretary of Rural District
Cheryl Cabaruvias, Administrative Analyst
Todd Heasty, Fire Engineer
Nick Bukowski, Fire Engineer
Michael Cerovski, Battalion Chief
Vincent Junglas, City Attorney
John Spreitzer, Police Sergeant
Aaron Steinbach, Firefighter
Janet Probst, Fire Engineer
Craig Willard, Fire Lieutenant
Jason Tanner, Fire Engineer
Greg Van Heel, Fire Lieutenant
Devon Laughlin, Firefighter

Alex Klinger, Fire Engineer
Trevor Twogood, Fire Engineer
Kevin Hessler, Fire Lieutenant
Ron Schroeder, Fire Engineer

Visitors:

Paul Pfeiffer, Loveland Fire Rescue Advisory Committee
Gordon Tewell, Innovest

Call to Order:

Chairman Swanty called the Loveland Fire Rescue Authority ("LFRA") Board meeting to order on the above date at 1:31 p.m.

Swearing In:

None

Awards and Presentations:

None

Public Comment:

None

Consent Agenda:

- 1. Consider a Motion to Approve the Minutes from the LFRA June 28, 2017 Regular Board Meeting.**
- 2. Consider a Motion to Approve Resolution No. R-74, Adopting and Entering into the Trust Agreement for the Colorado Firefighter Heart and Cancer Benefits Trust and Taking Other Actions in Connection Therewith**
- 3. Consider a Motion to Adopt Resolution No. R-75, Regarding the Transfer of and Appropriation of Moneys Within LFRA Funds**
- 4. Consider a Motion to Approve Inter-Governmental Agreement Regarding the Larimer County Unmanned Aircraft System (LCUAS) Team**

Director Adams made a motion to amend the consent agenda to include the revised copies of Resolution R-74 and Resolution R-75 that were distributed to the Board prior to the meeting, and to add "Consider a Motion to Approve the Intergovernmental Agreement Establishing the Front Range Fire Consortium" as a consent agenda item. Director Legits seconded; motion

carried unanimously.

Director Legits moved to approve the consent agenda, as amended. Director Adams seconded; motion carried unanimously.

Regular Agenda:

5. Presentation on Proposed Sworn Retirement Plan Contribution Revisions

Fire Engineer Heasty and Fire Engineer Bukowski presented a proposal for changing the amount of Authority and employee contributions to the sworn retirement plan, based upon the third-party sufficiency study conducted by Innovest.

Currently, the sworn retirement plan provides that the employee contributes 9% of base salary and the Authority contributes 11% of base salary into a mandatory 401(a) plan. There is also an optional, non-matching 457 plan available to employees. The proposed change would provide that the employee and the Authority each contribute 10% of base salary to the mandatory 401(a) plan, with additional voluntary employee contributions matched up to 5% by the Authority. No change would be made to the 457 plan.

In theory, if no employees participated in the additional voluntary contributions, there would be a savings to the Authority of \$67,000 per year. However, a survey sent to the department personnel indicated that approximately 60% of the employees would participate in the voluntary contributions. Accordingly, there would be an expected cost to the Authority of \$135,000 per year. If there was 100% employee participation, the additional cost to the Authority would be \$270,000 per year.

The City of Loveland Police Department has been using this program for the past six months. Sergeant Spreitzer reported that they have 106 sworn employees, and 74 are participating in the additional voluntary contributions.

Director Adams recommended that Chief Staff include the proposed sworn retirement plan changes in the Authority's 2018 budget, assuming 100% employee participation in the voluntary contributions. Vice Chairman Gutierrez agreed; however, he also recommended that budgeted retirement plan contribution funds be segregated in a separate fund and that unused money from the budget be returned to the City and Rural District at the end of the year, or be rolled over into the retirement plan contribution fund for the following year.

6. Discussion on the Impact Fee Study

Chief Miller recommended that the Board authorize BBC to reconsider the Impact Fee Study, evaluating the Authority's future capital expansion over 10 years instead of 25 years. This is expected to provide a more realistic calculation of the impact of new development on the Authority's capital resources. Reconsidering the study will cost \$2,200.

Director Adams met with the Town Manager of Johnstown to discuss the assessment of a fire impact fee within the Authority's Johnstown area. The Town Manager asked for an additional meeting to include discussion of specific dollar amounts and maps of areas affected. A meeting will be set in the near future that also includes Chief Miller. Director Adams recommended authorizing the reconsidered BBC study to have numbers to give to Johnstown at the next meeting.

Director Legits moved to approve \$2,200 for an additional impact fee study by BBC showing the impact on future capital expansion over 10 years. Vice Chairman Gutierrez seconded; motion carried unanimously.

Emily Powell addressed the land purchase for Station 7, since the decision whether to move forward with establishing Authority impact fees may help determine whether the land and station will be owned by the Rural District, the City or the Authority. If desired by the Board, the Impact Fees IGA with the City of Loveland is nearly ready for Board review, and could potentially be in place by January 1, 2018.

The Board discussed the possibility of the Rural District loaning the Authority sufficient funds for the Authority to purchase the Station 7 land, and of the City using Capital Expansion Fees to pay for architectural services. Vincent Junglas will research whether it is possible to use Capital Expansion Fees to pay for the architectural services.

Director Legits made a motion authorizing Chief Miller to continue pursuing the Station 7 land purchase and securing an architect. Seconded by Vice Chairman Gutierrez; motion passed unanimously.

7. Chief's Report

Randy Mirowski distributed a list of eight areas of "due diligence" for purchasing the proposed Fire Station 7. Of those items, five are complete, and one is scheduled. He spoke with Big Thompson Elementary School, who offered to allow the new Fire Station to use its septic leech field.

July 4, 2017 will be the annual Pancake Breakfast at Station 2 from 8:00 a.m. – 11:00 a.m.

Kristen Cummings gave an update on statistics and data analysis for the Board.

8. Other Business for Board Consideration

Vincent Junglas thanked Emily Powell, Division Chief Ned Sparks and Assistant Fire Marshal Carie Dann for being a pleasure to work with.

Chairman Swanty adjourned the regular meeting at 3:44 p.m.

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

Jeff Swanty, Chairman

Kristen Cummings, Secretary

Agenda Item Cover

Item No.: 2

Meeting Date: July 26, 2017

Prepared By: Kristen Cummings, Business Services Coordinator



TITLE

Review of the 2017 Second Quarter Budget Report

EXECUTIVE SUMMARY

The 2017 second quarter budget report is submitted for the Board's review of the LFRA budget performance. It is intended to report all resources committed to the Fire Authority operations and capital. There are three sections of the report the LFRA 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 Funds. The *Other Budgeted Resources* section highlights other resources within the City that are appropriated for Fire. The *In the Works* section highlights processes that are necessary to secure resources for the Fire Authority and features initiatives or major purchases that are not yet complete but impact the budgetary comparisons in future reports.

The budget to actual comparisons for revenues and expenditures in the Fire Authority Fund are presented at 50% of 2017. Revenues are in the Fire Authority Fund are at 66% of the annual budget, compared to 63% last year. Expenditures in the Fire Authority Fund are at 50% of the annual budget, compared to 52% last year.

STAFF RECOMMENDATION

Information Only

FINANCIAL/ECONOMIC IMPACTS

N/A

ASSOCIATED STRATEGIC GOALS

Deliver cost effective services.

ATTACHMENTS

Quarter 2 Budget Report – *Budget Biz*

2017



Budget Biz

Quarter 2 (April—June), Issue 17

Welcome to the seventeenth 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 Funds from year to date, through June, 2017. The expenditures will be presented by program and account category at the department level. Each of these financial presentations include variance explanations when the current percentage of the total budget is significantly different from the percentage of the year (i.e., second quarter is 50% of the year). There are resources outside of the Fire Authority Funds 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 Funds. The next section of the report provides status information on the various processes used to develop long term and short term operational and capital planning. It is also intended to highlight significant financial transactions or strategies that the department is working on to advance the strategic plan and deliver cost effective services.

Quarter 2 at 50% of 2017

- 66% of the revenue budget has been collected to date compared to 63% last year for the same timeframe.
- 50% of the expenditure budget has been spent compared to 52% last year for the same timeframe.
- Several projects are in the works: Training Center design, apparatus replacements, acquisition of land for Station 7 and 10
- LFRA anticipates a successful accreditation based on a favorable Peer review site visit.
- LFRA has attended over 3,800 hours of training.
- Update of the Strategic Plan is well underway.
- Recruitment and Training continue to be a priority.

Inside this Issue

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

2017



Semi-truck rollover accident in the Big Thompson Canyon



Mutual Aid to Berthoud Fire on S County Road 21

LFRA Budget Status - Revenue

Loveland Fire Rescue Authority Budget Revenue Report Quarter Ending 06/30/2017, 50% of the Year

Segments/Accounts	Total Budget	YTD Rev*	Total Uncollected	Total % Uncollected	Total % Collected
Community Safety					
Special Events (1)	\$28,900	\$42,326	-\$13,426	-46.46	146.46
Miscellaneous	0	600	-600	0.00	0.00
Building (2)	56,500	58,272	-1,772	-3.14	103.14
Contractor	5,400	2,875	2,525	46.76	53.24
Fire Permit & Inspection (2)	25,620	13,375	12,245	47.79	52.21
Firework Stand Review (3)	12,350	14,175	-1,825	-14.78	114.78
Rural Fire Inspection Fee (2)	46,570	29,568	17,002	36.51	63.49
SubTotal : Community Safety	\$175,340	\$161,221	\$14,119	8.05	91.95
Station Operations					
State Grant (4)	\$10,850	\$0	\$10,850	100.00	0.00
Miscellaneous (5)	0	683	-683	0.00	0.00
Academy Training (6)	30,000	3,000	27,000	90.00	10.00
SubTotal : Station Operations	\$40,850	\$3,683	\$37,168	90.99	9.01
Technical Response and Systems					
Other (ARFF) (7)	21,744	0	21,744	100.00	0.00
SubTotal : Technical Response and Systems	\$21,744	\$0	\$21,744	100.00	0.00
Administration					
Miscellaneous (8)	\$0	\$3,100	-\$3,100	0.00	0.00
Contribution - Rural Fire District	2,584,686	1,490,682	1,094,004	42.33	57.67
Other Agency Deployment	0	-3,291	3,291	0.00	0.00
Contribution - Loveland	11,463,184	7,592,049	3,871,135	33.77	66.23
Federal Grants	0	163,132	-163,132	0.00	0.00
SubTotal : Administration	\$14,047,870	\$9,245,672	\$4,802,198	34.18	65.82
Grand Total : (9)	\$14,285,804	\$9,410,576	\$4,875,228	34.13	65.87

*YTD = Year to Date

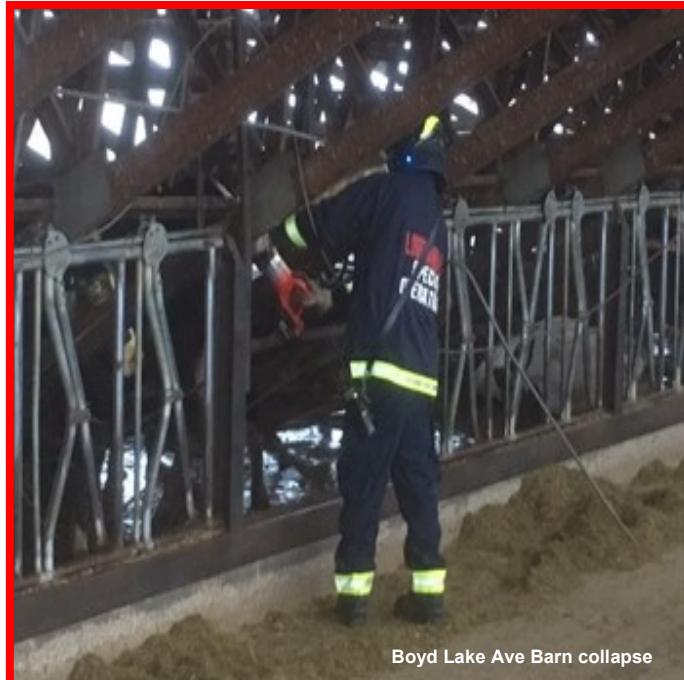
Revenue Variance Explanations 

LFRA Budget Status - Revenue

Variance Explanations - Revenue

- (1) Budweiser Event Center Standbys, Colorado Eagles were in the finals, more games than originally budgeted for
- (2) Permit fees are a function of the building activity.
- (3) Fireworks stand inspections were completed for Fourth of July fireworks sales
- (4) Grant has not yet been received, which will offset some of the cost for physical fitness evaluations conducted by Colorado State University.
- (5) Reimbursement for attendance at the Thompson Valley EMS Heart Safe event and the Crazy Legs 10K Trail Run.
- (6) The budget is for the use of the Training center by outside agencies, which were billed recently.
- (7) The budget is for the City of Fort Collins 25% contribution of salaries and benefits for the ARFF Engineer, not yet billed.
- (8) Payment of two radios that were sold to Kit Carson County.
- (9) Total Revenue Budget includes fund balance of \$23,397. The City Budget Office included the beginning fund balance calculated on a working capital basis (current assets less current liabilities) as resources to cover 2017 expenditures.

65.87% of the revenue budget has been collected to date compared to 63.20% last year for the same timeframe.



LFRA Budget Status - Expenditures

Loveland Fire Rescue Authority Authorized Spending Report by Division and Program Quarter Ending 6/30/2017, 50% of the Year

Segments	Total Budget	YTD Exp*	YTD Enc*	Total Available	Total % Available	Total % Spent
Community Safety						
Prevention (1)	\$179,744	\$116,138	\$0	\$63,606	35.39	64.61
Business Inspections	170,338	87,324	0	83,015	48.74	51.26
Permitting and Development Review	498,271	227,237	59	270,975	54.38	45.62
SubTotal : Community Safety	\$848,353	\$430,698	\$59	\$417,596	49.22	50.78
Station Operations						
General Station Operations	\$8,802,939	\$4,272,550	\$100	\$4,530,289	51.46	48.54
Training	86,851	38,012	10,320	38,519	44.35	55.65
Quartermaster (2)	118,585	35,456	49,703	33,426	28.19	71.81
Station 1	8,557	3,199	127	5,231	61.13	38.87
Station 2	8,195	4,507	147	3,542	43.22	56.78
Station 3	5,733	1,918	82	3,733	65.12	34.88
Station 5	15,513	11,051	112	4,350	28.04	71.96
Station 6	10,000	5,362	0	4,638	46.38	53.62
Canyon Stations 8&9	63,069	14,052	0	49,017	77.72	22.28
Health and Safety (3)	77,297	38,388	22,805	16,104	20.83	79.17
Honor Guard	3,000	759	0	2,241	74.71	25.29
SubTotal : Station Operations	\$9,199,739	\$4,425,255	\$83,395	\$4,691,089	50.99	49.01
Technical Response and Systems						
Special Operations (4)	\$129,457	\$80,292	\$16,084	\$33,082	25.55	74.45
Wild Land (5)	15,653	2,852	-590	13,391	85.55	14.45
Emergency Medical Service (6)	15,911	4,086	8,678	3,147	19.78	80.22
Tac Fire (5)	20,189	900	1,203	18,086	89.58	10.42
Aircraft Rescue and Firefighting (7)	11,418	0	0	11,418	100.00	0.00
SubTotal : Technical Response and Systems	\$192,628	\$88,130	\$25,375	\$79,124	41.08	58.92
Equipment Maint & Replacement						
Communications/Telephone	\$251,073	\$63,536	\$22,753	\$164,784	65.63	34.37
Ladders (5)	7,981	86	0	7,895	98.92	1.08
Self Contained Breathing Apparatus (SCBA)	50,327	30,144	0	20,183	40.10	59.90
Thermal Imaging (5)	15,119	721	0	14,398	95.23	4.77
Computer Equipment	94,166	56,296	481	37,388	39.70	60.30
Vehicles and Apparatus	1,082,415	529,511	2,382	550,522	50.86	49.14
Small Engines (6)	3,030	1,200	671	1,159	38.26	61.74
Warehouse Program (6)	31,370	19,673	0	11,697	37.29	62.71
SubTotal : Equipment Maint & Replacement	\$1,535,481	\$701,167	\$26,287	\$808,026	52.62	47.38
Administration						
Emergency Management (8)	\$181,225	\$66,267	\$240	\$114,718	63.30	36.70
Administration	1,164,482	651,814	48,311	464,358	39.88	60.12
City Service Provisions	1,177,293	584,343	0	592,950	50.37	49.63
SubTotal : Administration	\$2,523,000	\$1,302,424	\$48,551	\$1,172,026	46.45	53.55
Grand Total (9)	\$14,299,201	\$6,947,673	\$183,667	\$7,167,861	50.13	49.87

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

Expenditure Variance Explanations

LFRA Budget Status - Expenditures

Variance Explanations - Expenditure

- (1) Special Event Standby of Community Safety Fire Prevention staff totaled \$22,920 for the 2nd quarter
- (2) The annual purchase of replacement bunker gear has been purchased or encumbered
- (3) The annual contract for Peer Support Psychologist is encumbered
- (4) Replacement extrication tools have been purchased or encumbered
- (5) Replacement items have not been purchased for: Wildland, TacFire, Ladders and Thermal Imaging Cameras.
- (6) Emergency Medical Service, Warehouse, and Small Engine programs have purchased replacement supplies for the year
- (7) Airport training drills have not been scheduled
- (8) Planned travel has not been scheduled
- (9) The total expenditures are within the range expected at 50% of the year. Last year 52% of the budget had been spent by this time in the year compared to this year's 50%



Authorized Spending Report

Loveland Fire Rescue Authority

Authorized Spending Report by Account Class

Quarter Ending 6/30/16, 50% of the Year

Segments	Total Budget	*YTD Exp	*YTD Enc	Total Available	Total % Available	Total % Spent
Personal Services :	10,250,033	5,087,927	0	5,162,106	50.36	49.64
Supplies :	460,871	193,715	67,076	200,080	43.41	56.59
Purchased Services :	3,233,705	1,621,868	116,110	1,495,727	46.25	53.75
Capital Outlay :	354,592	44,163	481	309,948	87.41	12.59
Grand Total : (1)	\$14,299,201	\$6,947,673	\$183,667	\$7,167,861	50.13	49.87

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

(1) Grand Total

The total expenditures are within the range that would be expected at 50% of the year including encumbrances. The encumbrances are for the annual contract for 50% of the Peer Support Psychologist, the Motorola radio maintenance contract, planned purchase of replacement extrication tools, planned purchase of replacement bunker gear, two new bunker gear dryers, and the annual legal services contract.

Loveland Fire Rescue Authority Fleet Replacement Fund

Quarter Ending 6/30/2017, 50% of the Year

	Budget	Actual	*Enc	Budget Remaining	% Budget Remaining	% Collected
Revenues						
City Fleet Contribution	\$1,665,379	\$1,665,379		\$0	0.00%	100.00%
LFRA Contribution	590,230	295,616		294,612	49.91%	50.09%
Rural District Payment on Internal Financing	152,250	152,250		0	0%	100.00%
Interest/Gains	0	10,482		-10,482	-	-
Sale on Assets				0	-	-
Total Revenue	\$2,408,846	\$2,131,977		\$276,130	11.46%	88.52%
Expenditures						
Apparatus Replacements	1,702,900	129,889	1,314,005	259,007	15.21%	84.79%

*Enc = Encumbrance

(1) Fleet replacement schedule

Fleet replacement includes:

One Spartan Type 1 engine, One Rosenbauer Type 3 engine, Three Water Tenders, One Chevy Colorado for the Fire Marshall, One Ford F-250 for the Training division, One Ford F-250 for the FIT division, One Ford F-250 for a Battalion Chief.

Other Resources

City's Capital Replacement Fund:

Engine Replacement

Original Budget Appropriation	\$725,680
Less Actual Expenditures	76,554
Less Encumbrances (Purchase Order)	<u>530,942</u>
Remaining Budget	\$118,185

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



Multi-Patient Traffic Accident Training w/ TVEMS

Training Campus—construction

Original Budget Appropriation	\$1,391,220
Less Actual Expenditures	0
Less Encumbrances (Purchase Order-Refurb)	0
Remaining Budget	\$1,391,220

Construction of Training Campus was deferred until 2018

Training Center Campus project budget			
	2017	2018	TOTAL
TABOR	593,891	932,575	1,526,466
Fire CEF	842,284	703,521	1,545,805
Prior year	795,610		795,610
TOTAL	\$2,231,785	\$1,636,096	\$3,867,881

City's Fire Capital Expansion Fee Fund:

Budget Transfer for carryover on the design work for the Training Campus	255,000
CEF share of the Training Campus construction	<u>587,284</u>
Total Transfer	842,284



Franklin Ave Residential Fire



Jasper Lake Fire

In the Works



Employee News

- Duties in the administration division are being re-evaluated as a result of the resignation of the Administrative Director. The vacancy will be filled with an Administration Battalion Chief with the primary responsibility for oversight of the Budget and Accreditation.
- Staff is working with Good Samaritan on *Red Bandanna Day*, September 11.
- Administrative staff had the opportunity to train as 'firefighters for a day' at the Training Center. Training included test-driving an engine, vehicle extrication, modern fire behavior and general firefighting tactics.
- LFRA is pleased to announce the promotion of Brian Clark, Matthew DeDecker, and Rory O'Farrell. Also congratulations and welcome to new firefighters Colton Wright and Cole Stephenson.



West Highway 34 Wildland Fire



Leadership

LFRA is consistently and intentionally involved in pursuing enduring greatness and developing leaders at all levels:

- Chief Miller and several LFRA members took part (instructing/speaking) at the "Honoring Traditions – Leading Change" Conference in Cheyenne Wyoming. LFRA is fortunate to be one of only a few departments in the country utilizing cutting edge technology in our firefighting methods.



Rosebud Motel Explosion and Fire



Accreditation

- The Peer Review site visit on May 7-11 was a success. The peer review team had many positive comments regarding LFRA's anticipated Accreditation.
- As a result of the Accreditation site visit, it was discovered that the incident data collection methodology needed to be revisited. Staff is reviewing processes to ensure that the incident data is accurate and complete, as well as researching options for a new Record Management software.



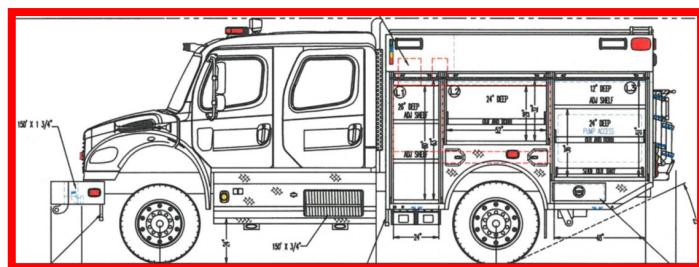
Strategic Plan Update

- Revising and updating of the 2012 LFRA Strategic Plan is well underway. The 2018 Strategic Plan will guide the future of LFRA for the next five to seven years.



Capital Assets

- LFRA is moving forward with discussions with McWhinney regarding their willingness to donate land for the future fire station 10, construction projected to begin in 2022/2023.
- The type 3 wildland urban interface engine and three water tenders that are on order from Rosenbauer Trucks are in the final stages of design. Delivery is expected late in 2017.
- The type 1 engine that is on order from Spartan is expected to be delivered late in 2017.



Type 3 Rosenbauer wildland urban interface engine

In the Works Continued...



Budget Updates

- LFRA has revised the Gallagher impact identified and provided to the Rural District. The residential assessment percentage has been officially reduced from 7.96% to 7.2%, as opposed to the 6.56% originally proposed in January, resulting in \$204,728 more revenue than anticipated in the first residential assessment projection distributed in January.
- Continuing work on implementing an LFRA impact fee for the City and the County.



Emergency Management Plan and Grants

- Conducted several Emergency Operations Center refresher trainings for LFRA and city staff.



Training Center Campus

- Design work continues on the Training Center; the pond mitigation is complete, construction of the burn building is anticipated to begin in 2018.



Public Outreach and Relationships

- Finalized the 1st grade safety presentations, a total of 922 children and 91 adults.
- Worked with city departments to ensure a safe and fun Fourth of July event.
- Worked on the Rosebud fire and need to assist the tenants. Working with multiple attorneys at the site to recover evidence and provide requested materials.
- Working with Scheels as construction continues, as well as other businesses in the 25/34 area.
- Planning efforts are on-going for the October 7th pre-paredness expo.
- Working with city departments as planning and development review continues on the Pulliam Building, the Brands, and the Foundry.
- LFRA honored the outstanding work of the Loveland Emergency Communication Center Dispatchers during the annual Dispatch Week.
- LFRA honored the outstanding work of Thompson Valley EMS during the annual National EMS Week.
- LFRA was honored to participate in the opening ceremony of the Traveling Vietnam Memorial Wall at the Northern Colorado Veterans Memorial over Memorial weekend.



Training Emphasis

Training continues to be a priority:

- Work continues to develop a curriculum for the 2017 Young Women Xplore Fire Academy. This three-day “academy” is designed to introduce young women 15-18 years of age to careers in the fire service and emergency medical services. LFRA is providing apparatus, equipment, and personnel to in-struct a variety of short, hands-on classes that include search & rescue, ladder operations, fire hose handling, and CPR.
- Emergency Management staff attended a multi-agency Wildland Fire and All Risk Summit hosted by Larimer County Sheriff's Office.
- Participated in the Loveland High School CPR training event.
- LFRA and Thompson Valley EMS conducted multi-patient traffic accident scenarios for all fire and ambulance crews. The training focused on patient care, patient packaging and incident command.



West 8th Street Low Angle Rope Rescue



Jasper Lake Fire

In the Works Continued...



Training Emphasis cont.

- Situational Awareness and Tactical Decision Making under Stress video conference training was presented to each shift.
- The Special Operations Team conducted large animal rescue training in the month of April. LFRA responds to several large animal rescue incidents each year.
- LFRA provided several lead instructors for a Colorado Division of Fire Prevention and Control Fire Officer 2 Certification Class hosted by the Front Range Fire Rescue Authority.
- Loveland Police, Thompson Valley EMS, Thompson School District and LFRA collaborated on an Every 15 Minutes event at Loveland High School that simulated a major traffic incident. The event highlighted the severe impacts of drinking or texting while driving.
- The Special Operations Team conducted dive rescue training in the month of May.
- The annual FAA Inspection of the Northern Colorado Regional Airport was conducted during the week of May 8th. A portion of the inspection evaluates LFRA's ability to respond to aircraft emergencies (ARFF). LFRA's ARFF program under the responsibility of Engineer Josh Valerio passed the inspection once again this year.



In the Works Continued...

2017 LFRA Budget Process

Financial Plan Update/Policy Direction Budget Development/Priority
Based Budgeting May/June

LFRA Staff Recommendation June/July

LFRA Board Subcommittee Consideration of Staff Recommendation
July 11, 2017

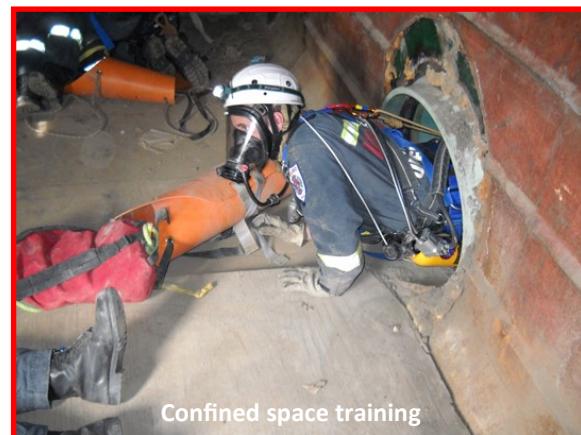
Subcommittee: LFRA Board member representing the Rural District, the City Manager, and the Chair of FRAC

Fire Authority Board Public Hearing, Adoption and Appropriation of
Budget and Fees
August 30, 2017

Rural District Board
Approves Budget
and Fees
September 6, 2017

City of Loveland
Approves Budget
and Fees
October 3, 2017

The Budget is effective when the LFRA Board, City of Loveland and the Loveland Fire Protection District have approved it. Assuming all boards vote in support of it, October 4th the 2018 budget should be appropriated. We no longer appropriate the budget in a separate action.



Budget Biz

Quarter 2

2017

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:

Cheryl Cabaruvias
Administrative Analyst
cheryl.cabaruvias@lfra.org
970-962-2519

Agenda Item Cover

Item No.: 3

Meeting Date: July 26, 2017

Prepared By: Mark Miller, Fire Chief



TITLE

Consider a Motion to Waive Fire Capital Expansion Fees for Habitat for Humanity

EXECUTIVE SUMMARY

Cindi Werner, Habitat for Humanity Executive Director, will talk about the history of granting fee waivers to Habitat (see attached) and the work and results of the organization. Habitat is asking for approximately \$4,475 in fee waivers for five homes that will be built.

BACKGROUND

To the best of our knowledge, this is the first time Habitat for Humanity has approached the LFRA Board to propose a fee waiver. Historically, the LFRA Board has not granted fee waivers, due to the fact CEF's are our sole means (outside of Tabor excess funds), of funding capital infrastructure (fire stations).

STAFF RECOMMENDATION

Listen to the presentation and discuss options.

FINANCIAL/ECONOMIC IMPACTS

Loss of approximately \$4,475 in revenue

ASSOCIATED STRATEGIC GOALS

N/A

ATTACHMENTS

Fee Calculator – Sierra Valley First – 5 homes

Habitat for Humanity - Fee Estimate Calculator - Sierra Valley First - 5 homes

Properties >>>>	1732 Valency Dr	1756 Valency Dr	1776 Valency Dr	317 Primrose Dr	329 Primrose Dr
Attributes:					
Valuation Provided \$	183,400	176,400	176,400	201,400	191,400
Valuation Used \$	183,400	176,400	176,400	201,400	191,400
Mech Sub-Val \$	2,000	2,000	2,000	2,000	2,000
Elec Sub-Val \$	2,000	2,000	2,000	2,000	2,000
Plumbing Sub-Val \$	4,000	4,000	4,000	4,000	4,000
.75 Water Meters #	1	1	1	1	1
Dwelling Units #	1	1	1	1	1
Lot size sq ft Used	3,663.40	3632	3663.4	5832.68	6242.15
Fees:	2017 Fee Est				
Res Bldg PC	47.00	47.00	47.00	1,017.22	980.82
Res Bldg Permit Fee	1,464.15	1,424.95	1,424.95	1,564.95	1,508.95
Res Mechanical Permit Fee	69.25	69.25	69.25	69.25	69.25
Res Electrical Permit Fee	69.25	69.25	69.25	69.25	69.25
Res Plumbing Permit Fee	97.25	97.25	97.25	97.25	97.25
Construction Water 0.75in Tap	39.00	39.00	39.00	39.00	39.00
Water Meter Fee 0.75in	300.00	300.00	300.00	300.00	300.00
Elec Inst Undgrd 150 Amp & Less	600.00	600.00	600.00	600.00	600.00
PIF Elec 150 Amp & Less	1,510.00	1,510.00	1,510.00	1,510.00	1,510.00
Raw Water Dev Res SF Attached/Detached	1,026.00	1,026.00	1,026.00	1,026.00	1,026.00
SIF Water Res Detached SF				4,880.00	4,880.00
SIF Stormwater Res	231.27	231.27	231.27	441.88	472.91
SIF Sewer Res Detached SF	2,640.00	2,640.00	2,640.00	2,640.00	2,640.00
CEF Res Fire Protection	895.00	895.00	895.00	895.00	895.00
CEF Res General Government	1,092.00	1,092.00	1,092.00	1,092.00	1,092.00
CEF Res Law Enforcement	881.00	881.00	881.00	881.00	881.00
CEF Res Library	728.00	728.00	728.00	728.00	728.00
CEF Res Museum	607.00	607.00	607.00	607.00	607.00
CEF Res Open Lands	891.00	891.00	891.00	891.00	891.00
CEF Res Parks	3,556.00	3,556.00	3,556.00	3,556.00	3,556.00
CEF Res Recreation	1,584.00	1,584.00	1,584.00	1,584.00	1,584.00
CEF Res Street Detached SF	2,577.77	2,577.77	2,577.77	2,577.77	2,577.77
CEF Fes Trails	531.00	531.00	531.00	531.00	531.00
Street Insp Res - SF	150.00	150.00	150.00	150.00	150.00
Stormwater Insp Res - SF	150.00	150.00	150.00	150.00	150.00
	21,735.94	21,696.74	21,696.74	27,897.57	27,836.20

Color key:

	Total Fees	HFH pays	Fees Waived
Enterprise Fees	6,496.27	6,496.27	11,586.88
Capital Expansion Fees	13,342.77	13,342.77	13,342.77
Development Fees	1,896.90	1,857.70	2,967.92
	21,735.94	21,696.74	27,897.57
			120,863.19
			120,863.19



Habitat for Humanity Fee Waiver History

Year	# Units	\$ Waived	Per Unit	Gen Fund Backfill	Units Built
1995	5	\$43,338	\$8,668	\$21,140	1
1996	2	\$15,450	\$7,725	\$7,748	6
1997	5	\$51,607	\$10,321	\$21,790	1
1998	4	\$48,491	\$12,123	\$19,354	5
1999	5	\$55,908	\$11,182	\$23,962	3
2000	5	\$52,379	\$10,476	\$24,522	6
2001	5	\$66,327	\$13,265	\$28,977	7
2002	5	\$68,736	\$13,747	\$29,622	4
2003	5	\$38,876	\$7,775	\$0	6
2004	5	\$40,437	\$8,087	\$0	7
2005	5	\$41,113	\$8,223	\$0	5
2006	6	\$89,077	\$14,846	\$36,592	5
2007	6	\$136,452	\$22,742	\$64,465	5
2008	6	\$152,425	\$25,404	\$66,733	4
2009	6	\$154,642	\$25,774	\$68,254	7
2010	6	\$148,697	\$24,783	\$65,000	6
2011	6	\$151,462	\$25,244	\$65,000	4
2012	8	\$192,607	\$24,076	\$65,000	7
2013	8	\$185,797	\$23,225	\$65,000	8
2014	9	\$185,797	\$20,644	\$65,000	8
2015	9	\$208,417	\$23,157	\$65,000	9
2016	5	\$127,033	\$25,407	\$47,041	7 plus 5 started
Total	126	\$1,733,821	\$21,405	\$673,159	126

Agenda Item Cover

Item No.: 4

Meeting Date: July 26, 2017

Prepared By: Mark Miller, Fire Chief



TITLE

Consider a Motion to Appointment a New Member to the Fire and Rescue Advisory Commission

EXECUTIVE SUMMARY

Per the LFRA by-laws, the Fire and Rescue Advisory Commission (FRAC) functions to provide support and recommendation to the LFRA Board from a citizens perspective. As such, all new (and re-appointed) members of FRAC must be formally appointed by the LFRA Board.

BACKGROUND

Loveland resident, Shane Castro, has an interest in serving on FRAC, and has attended the last several FRAC meetings to understand the commission's objective, and to determine his ability to contribute. Shane is a fire officer in Blackhawk Fire Department, so his background is helpful in understanding the challenges facing the fire service today. Since he has been attending, the sole objective of FRAC has been to review revisions and updates to the LFRA Strategic Plan. This is tedious work, but Shane has remained focused and willing to contribute when appropriate.

STAFF RECOMMENDATION

Approve a motion to appoint Shane Castro to the Fire and Rescue Advisory Commission.

FINANCIAL/ECONOMIC IMPACTS

N/A

ASSOCIATED STRATEGIC GOALS

Minimize and mitigate risks of an emergency occurrence in the community

ATTACHMENTS

None.

Agenda Item Cover

Item No.: 5

Meeting Date: July 26, 2017

Prepared By: Division Chief Fire Operations



TITLE

Presentation Introducing the Quick Response Company Concept

EXECUTIVE SUMMARY

LFRA continues to challenge the fire service norm in resource deployment. Already leading the way in effective emergency medical incident resource deployment in Northern Colorado, the goal is to continue to seek out opportunities to ensure the right people are deployed with the right resource to handle emergency incidents. A twenty-month study conducted by members of the command staff concluded with a proposal for a two-person quick response company to be based out of Station 1, LFRA's busiest station. The company would respond in a smaller, more maneuverable and cost effective apparatus than a traditional fire apparatus. The primary focus of the mission of this company will be to respond to emergency medical incidents (District 1) and non-emergency service calls (all of LFRA's area). The company would be utilized beyond those basic incident types as an all-hazards response resource that will supplement current staffing, replace larger apparatus on some specific incidents and allow for larger apparatus to return to service quicker during a significant incident such as a structure fire. The presentation will include the budget impact and a potential phase in approach.

BACKGROUND

STAFF RECOMMENDATION

Consider the approval of the purchase of the quick response apparatus in 2018 and hire four personnel to staff the company in 2019 during the 2018 budget process.

FINANCIAL/ECONOMIC IMPACTS

\$988,506 – six personnel, equipment and apparatus

ASSOCIATED STRATEGIC GOALS

- Provide reliability in emergency response beyond the 1st alarm assignment, using LFRA's resources and not being reliant on mutual aid response for system coverage.
- Plan for expansion in the emergency response system to address future gaps in coverage.
- Deploy appropriate incident-specific resources (right people with the right equipment).
- Deliver cost effective services.

ATTACHMENTS

Presentation PowerPoint



Quick Response Company Concept

A vision of the future in emergency
response in our community.

Continuing to challenge the current Fire
Service deployment model

Commitment, Compassion & Courage
Response, Readiness, Resources & Relationships



Quick Response Company Concept

20 month process

Battalion Chief Cerovski – Executive Fire Officer applied research paper

Revised strategic plan

LFRA Board

FRAC

LFRA leads the way in tiered EMS response in the region



Commitment. Compassion & Courage
Response, Readiness, Resources & Relationships



Quick Response Company

2012 Strategic Plan

- Deploy appropriate incident-specific resources (right people with the right equipment)
- Provide for reliability in the emergency response system beyond the 1st alarm assignment, using Department's resources and not being reliant on mutual aid response for system coverage
- Deliver cost effective services
- Plan for expansion in the emergency response system to address future gaps in coverage

Commitment, Compassion & Courage
Response, Readiness, Resources & Relationships



2016 Incidents Stats



District 1 – 2,193 (28% of the total call volume)

District 1 emergency medical incidents – 1349 (29% of total LFRA EMS responses)

District 1 non-emergent service calls – 83

Total LFRA non-emergent service calls – 622



District 1 total call volume vs. double company stations

District 1 – 2,193 (Engine 1)

District 2 – 1,528 (Engine 2 & Rescue 2)

District 6 – 1,841 (Engine 6 & Tower 6)



Commitment. Compassion & Courage

Response, Readiness, Resources & Relationships



Quick Response Company Deployment Models

Poudre Fire Authority

- RAM 1
- Solely designed for EMS response in the busy areas of the city
- Response vehicle – SUV
- Crew – Officer & Engineer/Firefighter
- Efficient model for EMS response, limited scope of service

Berthoud Fire Protection District

- Squad 11
- Responds to EMS incidents and non-emergent service calls.
- Crew of two or three jumps back and forth from Engine 1 to Squad 11
- Solely a cost savings measure
- Inefficient and very problematic for all hazards response

Grand Rapids Fire Department

- Quick Response Vehicles (3)
- Responds to all hazards incidents with limited firefighting capability
- Dedicated two person crew
- Designed as a cost savings measure for a city that has struggled financially
- Replaced some larger apparatus and crews
- Very effective for initial response
- Significant service level limitations are created by replacing existing full size apparatus and crews.

Commitment, Compassion & Courage
Response, Readiness, Resources & Relationships



LFRA's Quick Response Company – Concept



- Add a Quick Response Company to Station 1 – SQUAD 1
- Staff with a Lieutenant & Firefighter
- Apparatus is similar to a Type 6 brush engine apparatus, with a larger profile.
- All hazards incident response with an emphasis on EMS and non-emergent service calls

Commitment, Compassion & Courage
Response, Readiness, Resources & Relationships



LFRA's Quick Response Company Concept



EMS & Service Call Equipment

EMS Equipment

AED

Smoke detector supplies



Firefighting Capability

300 gallon water tank

10 gallon foam tank

200 gallons per minute pump



Firefighting Equipment

SCBAs

Wildland fire initial attack

Structure fire initial attack

Commitment, Compassion & Courage

Response, Readiness, Resources & Relationships



Response Considerations & Capabilities

- First due response
- Replace a larger apparatus / company on selected responses
- Mobile in the core of the district – GPS dispatched
- Return larger companies to service quicker
- Station coverage – training rotations



Commitment. Compassion & Courage

Response, Readiness, Resources & Relationships



LFRA's Quick Response Company – Concept

Cost Comparisons – Quick Response Company vs Standard Engine Company



	Standard Engine	Quick Response	Difference
Apparatus (Equipped)	\$704,645	\$253,200	\$451,445
Personnel (Equipped)	\$1,102,554 (9)	\$735,306 (6)	\$367,248
TOTAL	\$1,802,554	\$988,506	\$818,693



Commitment, Compassion & Courage
Response, Readiness, Resources & Relationships



Potential \$ Savings

- Fuel – Engine 1
- Maintenance costs – Engine 1
- Extend the life of Engine 1 as a reserve engine
- Recall overtime reduction with the inclusion of the Quick Response Company and Engine 7

Commitment, Compassion & Courage
Response, Readiness, Resources & Relationships



Personnel, Apparatus & Equipment – 24/7 Staffing

Description	Cost	City of Loveland 82% contribution	Rural District 18% contribution	% Increase in Base Budget
One Time Cost				
Quick Response Vehicle (QRV)	180,000	147,600	32,400	
Equipment for vehicle	69,500	56,990	12,510	
Desk / Computer for Station 1	7,500	6,150	1,350	
Outfitting for 6 new staff	99,780	81,820	17,960	
Total One Time Cost	\$356,780	\$292,560	\$64,220	
Ongoing Cost				
Annual vehicle maintenance & amortization	22,330	18,311	4,019	
3 Lieutenants & 3 Firefighters	596,465	489,101	107,364	
Total Ongoing Cost	\$618,795	\$507,412	\$111,383	
Grand Total - One Time and Ongoing Cost	\$975,575	\$799,972	\$175,604	6.58%

Commitment, Compassion & Courage
Response, Readiness, Resources & Relationships



**Recommended phase in approach to staffing the Quick Response Company
during the peak call volume hours 8AM-8PM, seven days per week**

Option 1 - Purchase the apparatus, equipment & hire **four** personnel in **2018** -
\$743,494

Option 2 - Purchase the apparatus & equipment in **2018 - \$257,000**
and hire **four** personnel in **2019 - \$486,494 (w/vehicle amortization)**

Commitment. Compassion & Courage

Response, Readiness, Resources & Relationships



LFRA's Quick Response Company Concept



Our Goal

- Challenge the current fire service deployment model
- Respond with the right people in the right apparatus without negatively impacting the current service level

Questions?

THANK YOU!

Commitment, Compassion & Courage
Response, Readiness, Resources & Relationships

Agenda Item Cover

Item No.: 6

Meeting Date: July 26, 2017

Prepared By: Mark Miller, Fire Chief



TITLE

Discussion on the Impact Fee Revised Study

EXECUTIVE SUMMARY

BBC is completing a revised Impact Fee study (due 7/25). Due to the fact the packet will be e-mailed to the Board on 7/22, prior to LFRA receiving the revised study, staff will bring hard copies to the Board meeting, and Chief Miller will send an electronic copy on 7/25.

BACKGROUND

At the June LFRA Board meeting, the proposal to collect Impact Fees was discussed at length, including the discussion at the April and May Board meetings. The Board gave permission to staff to engage BBC for a revised study utilizing a different methodology, including a shorter time-frame (10-15 years, vs 25 years) to calculate Impact Fees. It was agreed that this is a more realistic period for LFRA capital structure build-out. The Board approved spending an additional \$2000 for the revised study.

In addition, to approving, the new study, the Board asked City Manager/ LFRA Director Steve Adams to contact the Town Manger of Johnstown and discuss the concept of impact fees in the 25/34 area. City Manger Adams met with the Town Manager (Roy Lauricello), on 7/11, and indicated he was receptive to the idea, but wanted additional information. City Manager Adams set up a second meeting on 7/18 with Chief Miller, Roy Lauricello, and John Franklin (Town Planner) to continue the discussion with specific details and examples.

Once again, this meeting was productive and the Town Manger and Town Planner, both agreed in concept that the impact fee proposal was logical, but it would be ultimately up to the Johnstown Town Council to approve the collection of Impact Fees in Johnstown.

Chief Miller will attend a joint meeting the City of Loveland Council and Town of Johnstown Council on 7/24 to do a brief presentation on Impact Fees in Johnstown. The joint meeting is to discuss a variety of issues.

STAFF RECOMMENDATION

Review new BBC study, listen to feedback regarding the 7/24 meeting, and provide direction regarding moving forward with IGA development (or not) with the applicable entities involved.

FINANCIAL/ECONOMIC IMPACTS

Increased revenue for LFRA if all entities approve the collection of Impact Fees.

ASSOCIATED STRATEGIC GOALS

Develop cost effective services

ATTACHMENTS

BBC revised study (Available 7/25/17)

Agenda Item Cover

Item No.: 7

Meeting Date: July 26, 2017

Prepared By: Kristen Cummings, Business Services Coordinator



TITLE

Review Briefing Papers and Correspondence

EXECUTIVE SUMMARY

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

April Monthly Reports

- June Overview
- Administrative Matters
- HR Administrative Matters
- 2018 Strategic Plan
- Operations Division Overview
- Community Safety Division Overview
- Chief's Report
- Update on the Re-Structure of the LFRA Admin Division
- Update on Station 7 Land
- Tabor Excess Funds Update (Could Affect the New Burn Building)

Additional Topics For Board Update

BACKGROUND

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

AGREEMENTS SIGNED DURING THE MONTH

STAFF RECOMMENDATION

N/A

FINANCIAL/ECONOMIC IMPACTS

N/A

ASSOCIATED STRATEGIC GOALS

N/A

ATTACHMENTS

- Fire Chief's Monthly Report
- June Operations Statistics
- June Community Safety Division Statistics
- Letters & Articles

MONTHLY REPORT

June 2017



FIRE ADMINISTRATIVE DIVISION

by Fire Chief Mark Miller

OVERVIEW

June Leadership Truism

“Forces beyond your control can take away everything you possess, except one thing, your freedom to choose how you will respond to the situation.”

ADMINISTRATIVE MATTERS

As with most departments, LFRA turned in our base budget to the budget office on June 2. The next step in the Authority's budget process is to meet with the LFRA Budget Sub-committee for a “first look” at the 2018 core budget and decision packages (supplemental requests).

Time was spent analyzing and adjusting many of the duties in our administrative division. As was reported last month, we have a vacancy due to the resignation of our Administrative Director. We will determine how best to fill that position next month, but in the meantime, due to extraordinary staff, we have adjusted well and all taken on extra duties as necessary.

Other administrative matters include:

- Continuing work on options and strategies for collecting an LFRA impact fee for the City and the County. We have made two presentations to the LFRA Board, and will now proceed to gather additional data, meet with stakeholder, and look at alternative methodologies for impact fee implementation.
- Kristen processed seven years of incident data for the LFRA Board to determine more accurately track the percentages of City vs. Rural District incidents.
- Researching options for new RMS software
- Working with Good Samaritan on the Red

Bandanna Day – 9/11 Remembrance (more info to come).

- Chief Miller and several LFRA members took part (instructing/speaking) at the “Honoring Traditions – Leading Change” Conference in Cheyenne Wyoming. LFRA is fortunate to be one of only a few departments in the country utilizing cutting-edge technology in our firefighting methods.

HR ADMINISTRATIVE MATTERS

- LFRA HR Manager, Andrea Wright, focused on enrolling LFRA in the Heart and Cancer Trust supported by the Colorado Special District Pool. This is a fantastic benefit for firefighters and gives them some assurance that medical expenses related to heart and cancer issues will be covered if the individual meets pre-set criteria. This was a long time in the making, and fully supported by elected officials in the State Legislature.

- Good news: LFRA had three promotions and one new hire, all due to recent vacancies. Promoted/new members include:

- * Rory O'Farrell – Engineer
- * Matthew DeDecker – Lieutenant
- * Bryan Clark – Captain
- * New hire – Colton Wright

Congratulations – strong work!

2018 STRATEGIC PLAN

Revising and updating of the 2012 LFRA Strategic Plan is proceeding full speed ahead! The Strategic Plan development is ahead of schedule and we have completed approximately 70% of it in DRAFT form. The Fire and Rescue Advisory Commission members continue to provide the much needed citizen input, and are fully engaged in the document writing. Great work everyone!

Thanks for the support! It's an honor serving you all!

MONTHLY REPORT

June 2017



FIRE OPERATIONS DIVISION

by Division Chief Greg Ward

SIGNIFICANT INCIDENT RESPONSES

June 2, 2017



Engine 1 was the first arriving company on a residential structure fire on East 2nd Street. The fire started on the front porch and extended into the attic space. Multiple crews worked for nearly 45 minutes to control the attic fire due to the attic having multiple separate areas. No injuries were reported.

June 13, 2017



A first alarm was dispatched to a residential structure fire on Akron Court; crews arrived on scene of a kitchen fire that had extended into the attic space. The initial arriving companies were able to control the fire quickly, the occupants of the house made it out safely.

June 5, 2017



Units were dispatched to the Devils Backbone for a medical emergency on the trail. The patient was suffering from a seizure in an area with limited access. LFRA and Thompson Valley EMS personnel located the patient and transported him via LFRA's all-terrain rescue vehicle to an awaiting ambulance.

June 16, 2017



LFRA Hazardous Materials personnel assisted the Front Range Fire Rescue Authority with a large diesel fuel spill as a result of a traffic accident at Johnsons Corner. Approximately 50 gallons of fuel leaked from a damaged fuel tank.

MONTHLY REPORT

June 2017



FIRE OPERATIONS DIVISION

by Division Chief Greg Ward

SIGNIFICANT INCIDENT RESPONSES

June 21, 2017



Estes Valley Fire District requested mutual aid for a semi-truck rollover accident in the Big Thompson Canyon. LFRA personnel assisted with controlling the diesel fuel that was leaking from the truck. Crews were able to contain the spill before it reached the river. Estes Valley Firefighter extricated the driver from the cab of the truck, the driver suffered minor injuries.

June 21, 2017



Engine 1 and Battalion 1 provided assistance to the Berthoud Fire Protection District on South County Road 21 on a large garage fire. The structure was fully engulfed on the arrival of the first Berthoud Fire Engine. LFRA assisted with fire attack operations for approximately two hours before being released from the scene.

June 29, 2017



Engine 6, Tower 6 and Battalion 1 responded with Poudre Fire Authority and Windsor-Severance Fire Rescue to a residential structure fire on Three Eagles Drive. The fire started on the exterior of the home and extended into the main level and attic space of the home. Crews were able to control the fire quickly to minimize interior damage. This area is located just north of the Northern Colorado Regional Airport within Poudre Fire Authority's response area; LFRA and WSFR provide automatic-aid to this area for significant incidents.

INCIDENT STATISTICS

June Fire Incidents:

785

Year-to-Date Fire Incidents:

4,260

MONTHLY REPORT

June 2017



COMMUNITY SAFETY DIVISION

by Division Chief Ned Sparks

UPDATE / OVERVIEW

LFRA Strategic Plan – all staff worked with Randy Mirowski to provide the specific information needed for CSD revisions.

The Rosebud Motel – work with multiple attorneys at the site to recover evidence and providing requested materials as the case moves into possible litigation.

City of Loveland Fireworks – Planning efforts for security, site safety and work with vendors and HOA.

EMERGENCY MANAGEMENT

Operations & Maintenance: The ARES team conducted a quarterly equipment check and participated in the national field day contest as a means to conduct a long-term, in-depth equipment and processes test of our backup emergency communications.

Planning and Documentation: Significant progress was made toward the crosswalk with the City's Emergency Operations Plan and should easily be completed before the end of the year. This is a critical and needed step prior to doing the revision work of this comprehensive document.

Preparedness & Relationships: Planning efforts are on-going for the August 21st solar eclipse and the October 7th preparedness expo.

Grants: The President's proposed 2018 budget will end the funding of the Emergency Management Program Grant (EMPG). The Emergency Management 5-year strategic plan will be revised with a contingency in the event that EMPG is officially cut.

Training & Exercises: An After Action Review and Improvement Plan training was facilitated with Thompson School District personnel as the culmination of efforts from the recent tabletop exercise.

2017 Young Women Xplore Fire Academy – the work continues developing the curriculum for this three-day “academy” designed to introduce women 15-18 years of age to careers in the fire service and emergency medical services. LFRA is providing apparatus, equipment, and a few personnel to instruct a variety of short, hands-on classes that include search & rescue, ladder operations, fire hose handling, CPR to name a few.

CODE ENFORCEMENT

Scheels & Rangeview V/Agrium – weekly visits in order to help make the final inspections more efficient and effective for the contractors. We're utilizing checklists to help them prepare for final inspections, which are scheduled for the next two weeks.

Parkway Products - review the magnesium thixomolding processes to meets requirements for life safety. An LFRA engine company realized this facility had not been inspected in some time and conducted a safety assessment about six months ago. After finding significant amounts of magnesium on site, the engine lieutenant contacted CSD. CSD conducted a site visit and learned the facility has approximately 25,000 pounds of magnesium pellets in storage and use. Magnesium is a combustible metal and poses significant fire and explosion hazards. LFRA required the owner to obtain an FPE to complete a code study of the building and processes. We met in June with Parkway representatives to review a draft report; the final report should be completed soon, according to Parkway. The production area was determined to be a High Hazard 3. We will work with the owner and Loveland Building Division to develop a timeline to obtain permits and complete required modifications to the interior and exterior of the structure.

Local review for new state liquor licensing - Capt. Dann and assistant city attorney Vincent Junglas are discussing how to involve LFRA and City Building. There have been recent projects that have bypassed the review process and require local building and hazardous materials permits. Adding LFRA to the review should close the gaps locally for the state liquor approvals.

FIT Sandoli is rotating - Shelby Vrem will begin his two-year tour in August. To help the new FIT be better prepared to step into that role, and to assist the B and C Shift FITs (both of whom have been in their position about six months), Lt. Engelhardt and Capt. Dann received approval to take them through a “mini-academy” in August (hazardous materials inspections, ETI, fire-protection systems, etc.).

MONTHLY REPORT

June 2017



COMMUNITY KUDOS

1100 Taft Avenue Unit 40

Loveland CO 80537

June 29, 2017

Dear Chief Miller,

This letter is long overdue. My husband and I must thank your department for the many times your firefighters and paramedics have assisted us. The latest was just last week. I had a series of seizures. My husband has end stage COPD and is legally blind. Both of us were us (once again) treated with such respect and professionalism. They not only treated me, but calmed my husband and contacted family members in the Denver area. Imagine my surprise to awake to find family present in my hospital room.

You have a fine department and the city should be proud to have such fine men and women serving us. Thank you once again to coming so quickly to our aid.

Sincerely,

Peggy (Margaret) Strandvold



Irene E. Josey

Larimer County Treasurer

Chief Miller & Entire LFRA Crew -

*Congratulations on this very
big step! It takes a great deal
of hard work and dedication to
even be considered for accreditation.
I'll be watching for the good news
later in July!*

*Thank you all for everything
you do for our community.*

Irene Josey

MONTHLY REPORT

June 2017

COMMUNITY KUDOS



Chris Miller:

For all you do... 
THANK YOU.

Hilma Davis
Lions Club
Loveland

Kudos to Chris & his crew in bringing the fire truck for the Kiddos on Sat. Mother Nature wasnt very co-operative otherwise but the kids that did show up really appreciated their hospitality!! Thanks Again!!

4528 Tarragon Drive
Johnstown, CO 80534-6419
14 June 2017

Loveland Fire & Rescue Authority
410 East 5th Street
Loveland, CO 80537

Greetings:

The enclosed check is in donation to your excellent organization.

This A.M. a mistake was made by the undersigned in that the emergency call button on our security system control box was activated instead of the silence button. Your team promptly responded and for this I am deeply appreciative. Apology is extended for my mistake.

Thank you very much for all you folks do for our community.

Regards,


Paul J. Templeton

JOHN W. HICKENLOOPER
GOVERNOR



136 STATE CAPITOL
DENVER, COLORADO 80203
TEL 303-866-2471

July 1, 2017

Gregory Ward
1985 Pikes Peak Drive
Loveland, Colorado 80538

Dear Gregory:

Congratulations! You have been appointed to the Fire Service Training and Certification Advisory Board. Your participation and the skills and the talents that you bring to this board benefit all Coloradans.

As a member of this important board, you become a vital part of moving Colorado forward and seeing that it continues to be the best place in the country to live and work.

Thank you for your willingness to serve.

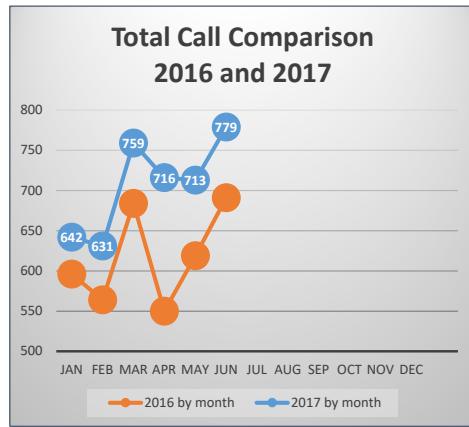
Sincerely,

A handwritten signature in black ink that reads "John Hickenlooper". Below the signature, the text "John W. Hickenlooper" and "Governor" is printed in a smaller, sans-serif font.



LOVELAND FIRE RESCUE AUTHORITY

Operations Division - June 2017



		TOTAL CALLS FOR SERVICE - YEAR TO DATE				Auto-Aid/ Mutual Aid	City % (With Mutual Aid Split)	Rural % (With Mutual Aid Split)	
# Incidents	Total Calls	Rural		Johnstown	Rural				
	Percentage	City	Johnstown	Rural	651	15.35%	3.40%	83.99%	15.97%
	4240	3443	128	523	144				

	Total Calls for Service (CFS)	# CFS City	Rural District				# CFS Mutual Aid	Undefined	% CFS City	% CFS Rural	% CFS Mutual Aid	City % (With Mutual Aid Split)	Rural % (With Mutual Aid Split)
			# CFS Johnstown	# CFS Rural (Minus Johnstown)	# CFS Rural Total								
June	779	611	36	101	137	29	2	78.43%	17.59%	3.72%	81.49%	18.26%	
May	713	583	12	94	106	24	0	81.77%	14.87%	3.37%	84.53%	15.47%	
April	716	588	24	81	105	23	0	82.12%	14.66%	3.21%	84.76%	15.24%	
March	759	613	21	99	120	24	2	80.76%	15.81%	3.16%	83.36%	16.38%	
February	631	518	17	71	88	27	2	82.09%	13.95%	4.28%	85.60%	14.72%	
January	642	530	18	77	95	17	0	82.55%	14.80%	2.65%	84.73%	15.27%	

TRAINING CATEGORIES	FULL-TIME STAFF TRAINING HOURS				CANYON TRAINING HOURS			
	CURRENT MONTH	PREVIOUS MONTH	CURRENT YEAR TO DATE	PREVIOUS YEAR TO DATE	CURRENT MONTH	PREVIOUS MONTH	CURRENT YEAR TO DATE	PREVIOUS YEAR TO DATE
ARFF	12.0	62.5	264.0	258.1	0.0	4.5	4.5	
Community Safety	9.0	34.0	120.0	693.0	0.0	0.0	0.0	
Driver/Operator	161.8	193.3	950.1	1,004.6	0.0	5.0	15.0	
EMS	169.5	126.5	578.1	647.0	0.0	4.5	4.5	
Firefighter	210.0	308.0	1,545.3	2,228.4	4.0	0.0	29.0	
Fire Officer	121.8	139.8	1,190.1	1,241.7	0.0	0.0	2.0	
HazMat	132.0	8.0	306.5	290.0	0.0	0.0	0.0	
TacFire	4.0	0.0	46.0	4.0	0.0	0.0	0.0	
Tech Rescue	123.0	118.0	591.0	1,707.6	0.0	0.0	3.5	
Wildland Fire	94.0	58.3	1,266.0	898.3	0.0	2.5	126.5	
Other	204.0	15.0	441.4	616.3	0.0	0.0	0.0	
TOTAL	1,241.0	1,063.3	7,298.5	9,588.8	4.0	16.5	185.0	0.0

Data Not Available

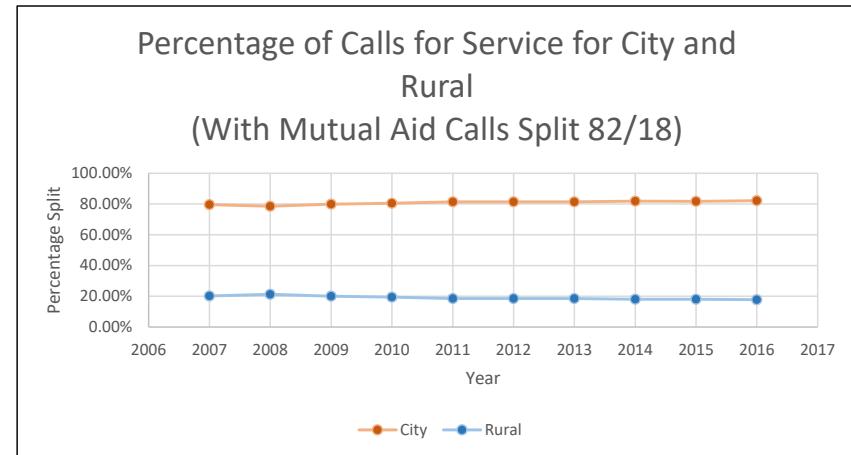
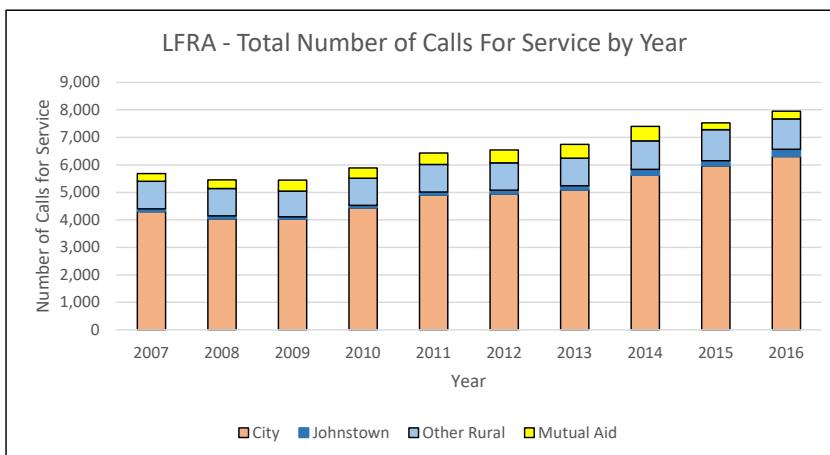


LFRA Number of Calls for Service* by Year - City/Rural



	Rural District		# CFS Johnstown	# CFS Rural (Minus Johnstown)	# CFS Rural Total	# CFS Mutual Aid	Undefined	% CFS City	% CFS Rural	% CFS Mutual Aid	City % (With Mutual Aid Split)	Rural % (With Mutual Aid Split)
	Total Calls for Service	# CFS City										
2007	5,697	4,303	95	1,005	1,100	281	13	75.53%	19.31%	4.93%	79.58%	20.20%
2008	5,458	4,036	107	1,000	1,107	308	7	73.95%	20.28%	5.64%	78.57%	21.30%
2009	5,455	4,027	86	934	1,020	400	8	73.82%	18.70%	7.33%	79.84%	20.02%
2010	5,886	4,437	92	987	1,079	370	0	75.38%	18.33%	6.29%	80.54%	19.46%
2011	6,435	4,901	112	1,001	1,113	416	5	76.16%	17.30%	6.46%	81.46%	18.46%
2012	6,545	4,948	131	996	1,127	467	3	75.60%	17.22%	7.14%	81.45%	18.50%
2013	6,758	5,087	156	1,002	1,158	504	9	75.27%	17.14%	7.46%	81.39%	18.48%
2014	7,400	5,627	211	1,036	1,247	524	2	76.04%	16.85%	7.08%	81.85%	18.13%
2015	7,539	5,961	193	1,128	1,321	250	6	79.07%	17.52%	3.32%	81.79%	18.12%
2016	7,953	6,305	264	1,101	1,365	281	2	79.28%	17.16%	3.53%	82.18%	17.80%

* Calls for Service are total incidents minus all test calls, Captain Advisories and Alarm System Maintenance incidents.





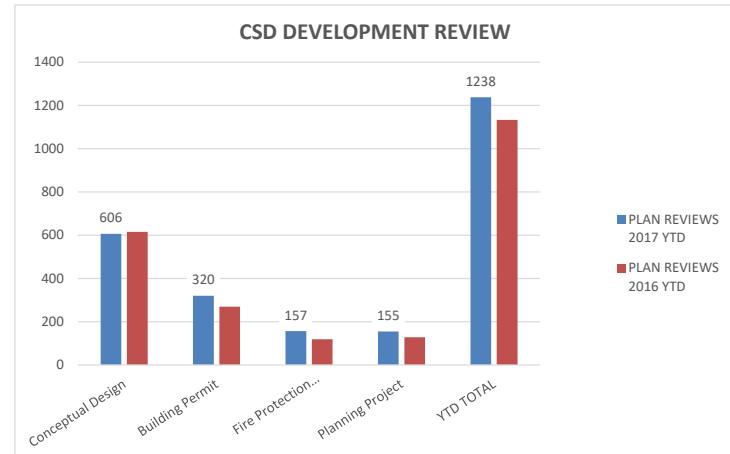
LOVELAND FIRE RESCUE AUTHORITY

Community Safety Division

June, 2017

DEVELOPMENT REVIEW STATISTICS

	City	County	Johnstown	Totals	Hours
Conceptual Design Reviews	117	1	0	118	49
Previous Month	104	2	0	106	53
YTD Total	594	12	0	606	303
Previous YTD	597	7	12	616	323
Building Permit Reviews	71	2	13	86	106
Previous Month	55	5	0	60	87
YTD Total	294	11	15	320	457.5
Previous YTD	248	13	9	270	413.5
Fire Protection Permit Reviews	23	1	6	30	30
Previous Month	22	4	1	27	30
YTD Total	123	13	21	157	189
Previous YTD	104	8	7	119	156
Planning Project Reviews	20	0	0	20	20
Previous Month	25	6	2	33	33
YTD Total	131	21	3	155	155
Previous YTD	104	17	7	128	291.5
TOTAL REVIEWS YTD	1142	57	39	1238	
PREVIOUS YEAR YTD	1053	45	35	1133	



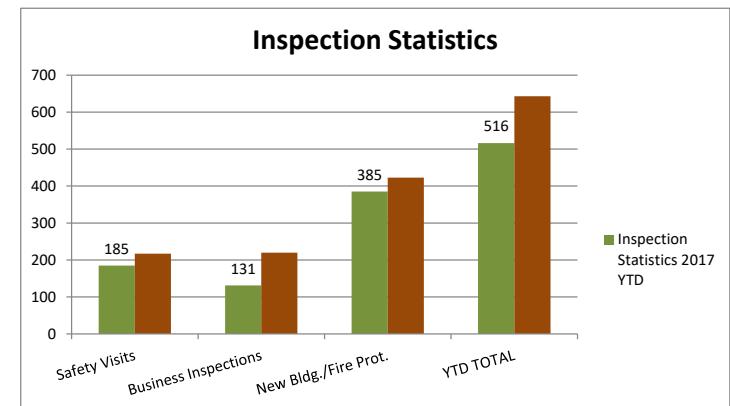
Planning & Building Check-Ins YTD
Fire Protection Permits Average days in review
Percent within goal time

391	101
8.4	90.0%

June

INSPECTION STATISTICS

	City	Rural	Johnstown	Total	Hours
Eng. Co. Safety Visit 2 & 3 Yr.**	17	0	N/A	17	7.25
Safety Re-Visit	10	1	N/A	11	18.25
YTD Total	153	32	N/A	185	99.95
Previous YTD	173	44	N/A	217	144.25
Business Inspections	8	1	N/A	9	7.75
Previous Month	24	2	N/A	26	15
YTD Total	116	15	N/A	131	110.25
Previous YTD	180	40	N/A	220	240.95
New Bldg./Fire Protection	67	2	9	78	107
Previous Month	37	11	11	59	86.00
YTD Total	255	62	68	385	557.5
Previous YTD	366	57	N/A	423	640.5
TOTAL INSPECTIONS YTD	371	77	68	516	
Previous Year	546	97	N/A	643	



*New Measure. Prior year data not available for New Bldg./Fire Protection

**Engine Company Safety Visits are not included in YTD Totals

CSD OTHER ACTIVITIES

	City	Rural	Hours	Mo. Total	Prev. Mo.	Prev. YTD	YTD Total	Highlights/Projects
Hazmat Permits	9	1	9.25	10	16	84	47	*Multiple final inspections for large projects - Rangeview V & Scheel's
Tents/Special Events*	17	2	19	19	2	17	26	*Parkway Products meetings to address Magnesium storage & manufac
Burn Permits Issued	0	8	1.25	8	13	93	92	*Residential fire sprinkler class in Arvada
Investigations	7	7	14	14	12	96	77	*Represented LFRA in a disaster simulation exercise
Service Call/Complaints	0	0	0	0	1	25	11	*Assisted with the public roll out of the Larimer County Unmanned Aircraft
Car Seats Installed	11	0	5.5	11	9	56	50	*Conducted "train-the-trainer" session on Youth Fire setter Family Interven
YFS Program	0	0	0	0	2	10	6	*
Public Education Events	2	0	3	2	3	25	20	*
Total Pub. Ed. Contacts	70	0		70	16	2109	534	

*This also includes Pyrotechnics permits

- *Multiple final inspections for large projects - Rangeview V & Scheel's
- *Parkway Products meetings to address Magnesium storage & manufac
- *Residential fire sprinkler class in Arvada
- *Represented LFRA in a disaster simulation exercise
- *Assisted with the public roll out of the Larimer County Unmanned Aircraft
- *Conducted "train-the-trainer" session on Youth Fire setter Family Interven
- *
- *