Members Present:

Board Chair Jeff Swanty
Mayor Cecil Gutierrez
Councilor John Fogle
Fire Chief Randy Mirowski
Public Safety Admin. Dir. Renee Wheeler
Rural Board President Dave Legits

Rural Board Secretary Greg White
City Manager Bill Cahill
Division Chief Ned Sparks
Asst. City Attorney Teresa Ablao
BSC Roylene Sterkel

Visitors:

Randy Lesher, Thompson Valley EMS

Call to Order:

Chairman Swanty called the Fire & Rescue Authority Board meeting to order on the above date at 1:05 p.m.

Pledge of Allegiance:

The Board participated in the Pledge of Allegiance.

Roll Call:

Secretary Sterkel conducted roll call.

Awards and Presentations: None

Public Comment: None

Consent Agenda:

1. Secretary Sterkel indicated that she left Rural Board President Legits name off of the members present from the November meeting. With that noted change, City Manager Cahill moved to approve the minutes and items 2 & 3 on the Consent
Regular Agenda:

4. Elect 2013 LFRA Board Officers.

Rural Board President Legits nominated Jeff Swanty to remain as Board Chairman in 2013. Mayor Gutierrez seconded the motion and it carried.

City Manager Cahill nominated Mayor Gutierrez to remain as Vice-Chairman in 2013. Rural Board President Legits seconded the motion and it carried.

City Councilor Fogle nominated Secretary Sterkel to remain as Secretary in 2013. Rural Board President Legits seconded the motion and it carried.

5. Consider a 2013 Supplemental Appropriation for the CSD Plans Reviewer.

Chief Green talked about how currently one person does all the plan reviews since we no longer have a part time person helping. The part time position was advertised but we did not have any qualified applicants apply. Currently Deputy Fire Marshal Dann spends between 6-10 extra hours a week trying to stay up with her job responsibilities. If she is out of the office on vacation or ill, there is no one to do plan reviews or construction inspections. Currently, we are not always able to meet the three week turnaround for plans that the City advocates.

Chief Mirowski said the reason we are doing this as a supplemental appropriation is it was not a part of Model 1 in the Strategic Plan. He read from page 93 of the Strategic Plan under Priorities and Needs which reads “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. This position would likely be a civilian position with full-cost budgeting estimates at $62,400 annually”. He explained that we didn’t plan for all the needs such as radios, uniforms, office supplies, etc. and so that number realistically would be around $71,000. He feels like the position is vital for improvement both for LFRA as well as the City as a whole.

Renee Wheeler indicated that contract services to help with plan reviews is cost prohibitive. City Manager Cahill said that even though this position is outside of the Model 1 plan, there is a customer service need that is important. There are a
number of new projects planned in 2013 and since working under contract services is costly and the other alternative of paying overtime for one person to get the work done is not a good solution either. He feels the additional position is justified and needed. Chief Mirowski talked about the fact that Deputy Fire Marshal Dann has a lot more responsibilities than just doing plan reviews.

City Manager Cahill made a motion to approve the Supplemental Appropriation. Mayor Gutierrez seconded the motion and it carried.

6. **Consider a Resolution Approving an Intergovernmental Automatic Response Agreement between Poudre Fire Authority, Loveland Fire Rescue Authority, Poudre Emergency Communications Center, and Loveland Emergency Communications Center.**

Chief Mirowski indicated that this is a “clean-up” item because we already have an Agreement in place, but it doesn’t include the dispatch communication center. On auto aid calls, the dispatch center can change depending on the location of the call.

Attorney Ablao said that she received a new Agreement from Poudre Fire Authority this morning which leaves out the Communication Centers because they are not a separate entity from the two Fire Authorities. Mayor Gutierrez moved to approve the revised Resolution. Rural Board President Legits seconded the motion and it carried.

7. **Chief’s Report.**

Chief Mirowski talked about the **IGA with Thompson Valley EMS.** This Agreement was a culmination of several months of work between staff and attorneys on both sides. This is an important step in moving forward with the health and safety of our citizens in mind. He said that the Fire Authority and TVEMS are fortunate to have a wonderful working relationship which will carry over in the future and this IGA is one more great stepping stone.

Chief Mirowski and Chief Green shared information regarding the fire that occurred on December 12th on **Aspen Drive.** Seven families were displaced from that fire, but it was contained to one building of apartments.

With no further business at hand, Chairman Swanty moved to adjourn the meeting. Meeting was adjourned at 1:40 pm.

*Minutes submitted by Secretary Sterkel*